

Work Force Restructuring Plan

Department of Energy
Nevada Operations Office
Las Vegas, Nevada

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*Department of Energy
Nevada Operations Office*

Work Force Restructuring Plan

1. Introduction

The National Defense Authorization Act for Fiscal Year 1993, section 3161, requires the Secretary of Energy to develop and deliver to Congress a plan for restructuring the work force for a defense nuclear facility whenever such a change is determined necessary. The Act also requires this plan be delivered to Congress within 90 days after the public announcement of expected layoffs.

In accordance with the Act, this plan describes restructuring and retraining efforts at the Nevada Operations (NV) facilities to meet future Department of Energy (DOE) missions. It also describes the consultation process DOE/NV has implemented to ensure that area stakeholders have an opportunity to participate in the work force restructuring planning, including the development of this plan. This current plan will cover Calendar Year 1995 (CY95) and will be updated as new information becomes available and as missions, programs, and the available funding changes for the Nevada Operations Office.

The reduction totals for each of the contractors within this plan are projections and subject to change. There is no guarantee that benefits offered in the future will be equal to those offered under this plan.

1.1 Objective of Plan

The overall purpose of this plan is to describe the method by which work force restructuring will occur. By implementing key initiatives detailed in this plan, DOE/NV and its contractors will ensure that:

- The loss of vital skills and knowledge already developed within the DOE contractor work force will be minimized.
- Reasonable means will be provided to assist employees to seek out and obtain gainful employment inside or outside the DOE complex.
- Negative impacts on the employees whose jobs are deemed surplus will be minimized.
- The amount of outside hiring will be minimized by maximizing the capabilities of the current work force through supplemental training and by relocation of surplus workers to sites with job openings.
- The negative impact on the community will be minimized.

1.2 Coverage

This plan applies to full-time employees of Reynolds Electrical & Engineering Co., Inc. (REECo); EG&G Energy Measurements, Inc. (EG&G/EM); Raytheon Services Nevada (RSN); and Wackenhut Services, Inc. (WSI).

Bargaining unit employees are eligible for contractor tuition assistance and any State Job Training Partnership Act (JTPA) provided benefits. The Interim Planning Guidance for Contractor Work Force Restructuring was issued for public comment. This Final Plan reflects our consideration of comments received throughout the stakeholder involvement process.

1.3 Background

In 1992 President George Bush signed into effect the Hatfield Amendment, which imposed a nine-month nuclear testing moratorium to be in effect until at least July 1, 1993. The Hatfield Amendment states that testing after July 1, 1993, is possible only upon submission of a report by the President indicating, *inter alia*, the number and type of nuclear weapons tests to be conducted. The amendment would allow a maximum of five safety and reliability tests to be conducted each year until October 1, 1996, and would not permit new weapons development. After 1996 a test ban would be in place unless a foreign nation conducts a nuclear test after that date.

Subsequently, the President announced an extension of the moratorium ending on September 30, 1995, during which time diplomatic negotiations of a comprehensive test ban are expected to proceed. A "no first test" policy is now in place, which means the United States will not be the first to test a nuclear device.

The Nevada Test Site (NTS), located 65 miles northwest of Las Vegas, Nevada, is the nation's only facility for conducting underground nuclear weapons tests. The 1,350-square-mile site is bordered on three sides by the Nellis Air Force

Bombing and Gunnery Range. No testing has been conducted at the NTS since October 2, 1992.

All four Nevada Management and Operating (M&O) contractors experienced significant reductions in employment in 1994. Under the Fiscal Year 1994 (FY94) work force restructuring plan, EG&G/EM lost 255 employees, RSN lost 65 employees, REEC Co lost 356 employees, and WSI lost 57 employees. One hundred and ninety-one of these reductions came about through voluntary reductions in employment. Ninety employees received outplacement and career counseling services. Thirty-four employees received tuition payments for retraining.

1.4 FY95 Budget

The total budget for DOE Nevada Operations Office (DOE/NV) for FY94 was \$787 million. The budget for Fiscal Year 1995 (FY95), which began October 1, 1994, is \$741 million. The budget change recognizes the decrease in the amount of contractor work due to the testing moratorium.

1.5 Impacts on the Work Force

The Hatfield Amendment and FY95 budget reductions will result in a further reduction of M&O contractor personnel at the Nevada Test Site, support facilities in Las Vegas, and several other locations. Approximately 5,100 M&O contractor employees are employed at these locations. DOE/NV currently projects an aggregate loss of as many as 1,287 personnel from the M&O contractor work force during the balance of CY95. About 25 percent are expected to be bargaining unit workers. The balance will come from nonexempt (technical, administrative, and service) and exempt (administrative, scientific, and engineering) classifications.

The following work force reductions are projected for the period from March 29, 1995, to December 31, 1995: REEC Co -- as many as 550; EG&G/EM -- as many as 500; Raytheon -- as many as 100; and WSI -- as many as 137 reductions in employment. The number of employees accepted in the special incentive voluntary reduction in employment plan has also influenced the extent to which involuntary reductions will be needed and the mix of employees impacted by these involuntary reductions. (See 4.2.2 Voluntary Separations.)

1.5.1 Reynolds Electrical & Engineering Co., Inc. (REECo)

REECo has been the prime support M&O contractor to DOE/NV. The company is responsible for support construction, including large diameter drilling and tunneling, food services, housing, industrial safety, medical services, purchasing, warehousing, transportation, radiation monitoring services, and engineering design. REECo currently employs approximately 2,757 employees: 1,415 are nonbargaining employees (841 exempt - 574 nonexempt), and 1,342 are bargaining unit employees covered under 26 separate labor agreements (14 construction, 10 maintenance and operations, 1 firefighter, and 1 culinary). REECo is a wholly-owned subsidiary of EG&G, Inc.

REECo Projected Work Force Reductions in CY95

| | Exempt | Nonexempt | Bargaining Unit | Total |
|---------------------------|------------|------------|-----------------|------------|
| Officials and Managers | 25 | 0 | 0 | 25 |
| Professionals | 85 | 0 | 0 | 85 |
| Scientists/Engineers | 50 | 0 | 0 | 50 |
| Technicians | 0 | 50 | 0 | 50 |
| Office and Clerical | 0 | 110 | 0 | 110 |
| Craft Workers (Skilled) | 0 | 0 | 80 | 80 |
| Operatives (Semi-skilled) | 0 | 0 | 70 | 70 |
| Laborers (Unskilled) | 0 | 0 | 60 | 60 |
| Service Workers | 0 | 0 | 20 | 20 |
| Total | 160 | 160 | 230 | 550 |

1.5.2 EG&G Energy Measurements, Inc. (EG&G/EM)

EG&G/EM was organized in 1947 to provide electronic and instrumentation support, including high-speed photography, for the nuclear weapons development program. The company provides timing and firing services and scientific recording equipment for nuclear tests and performs mechanical engineering of vacuum systems, test canisters, and detector design and fabrication. EG&G/EM also provides scientific support in physics, mathematics, special photography, and data reduction for experiments. EG&G/EM also has major responsibilities in aerial remote-sensing surveys and emergency preparedness. EG&G/EM currently employs approximately 1,468 employees and is a wholly-owned subsidiary of EG&G, Inc.

EG&G/EM Projected Work Force Reductions in CY95

| | Exempt | Nonexempt | Bargaining Unit | Total |
|---------------------------|------------|------------|--------------------|------------|
| Officials and Managers | 59 | 0 | 0 | 59 |
| Professionals | 169 | 0 | 0 | 169 |
| Scientists/Engineers | 130 | 0 | 0 | 130 |
| Technicians | 0 | 72 | 0 | 72 |
| Office and Clerical | 0 | 47 | 0 | 47 |
| Craft Workers (Skilled) | 0 | 7 | 0 | 7 |
| Operatives (Semi-skilled) | 0 | 2 | 0 | 2 |
| Laborers (Unskilled) | 0 | 7 | 0 | 7 |
| Service Workers | 0 | 7 | 0 | 7 |
| Total | 358 | 142 | 0 | 500 |

1.5.3 Raytheon Services Nevada (RSN)

RSN is the architectural/engineering contractor for the Nevada Test Site. Since November 5, 1990, RSN has provided master planning, engineering, and support services at the NTS and off-site test locations. RSN also provides engineering services for drilling and mining activities at the test site, including design, research, inspection, and procurement. RSN's Pacific Office provides similar services in support of DOE at Honolulu, Kauai, and Johnston Island. RSN currently employs approximately 475 employees in Nevada, 29 of whom are bargaining unit employees.

RSN Projected Work Force Reductions in CY95

| | Exempt | Nonexempt | Bargaining Unit | Total |
|---------------------------|-----------|-----------|--------------------|------------|
| Officials and Managers | 8 | 0 | 0 | 8 |
| Professionals | 44 | 0 | 0 | 44 |
| Scientists/Engineers | 15 | 0 | 0 | 15 |
| Technicians | 0 | 5 | 0 | 5 |
| Office and Clerical | 0 | 20 | 0 | 20 |
| Craft Workers (Skilled) | 0 | 0 | 8 | 8 |
| Operatives (Semi-skilled) | 0 | 0 | 0 | 0 |
| Laborers (Unskilled) | 0 | 0 | 0 | 0 |
| Service Workers | 0 | 0 | 0 | 0 |
| Total | 67 | 25 | 8 | 100 |

1.5.4 Wackenhut Services, Inc. (WSI)

WSI has been the prime security contractor to DOE/NV since February 1965. The company is responsible for security of the Nevada Test Site, DOE/NV facilities in Las Vegas, and various contractor sites associated with DOE/NV. WSI currently employs approximately 260 employees: 110 are nonbargaining employees (82 exempt - 28 nonexempt), and 150 are bargaining unit employees (Independent Guard Association of Nevada #1). WSI is a subsidiary of The Wackenhut Corporation.

WSI Projected Work Force Reductions in CY95

| | Exempt | Nonexempt | Bargaining Unit | Total |
|---------------------------|---------------|------------------|------------------------|--------------|
| Officials and Managers | 18 | 0 | 0 | 18 |
| Professionals | 25 | 0 | 0 | 25 |
| Scientists/Engineers | 0 | 0 | 0 | 0 |
| Technicians | 0 | 0 | 0 | 0 |
| Office and Clerical | 0 | 12 | 0 | 12 |
| Craft Workers (Skilled) | 0 | 0 | 0 | 0 |
| Operatives (Semi-skilled) | 0 | 0 | 0 | 0 |
| Laborers (Unskilled) | 0 | 0 | 0 | 0 |
| Service Workers | 0 | 0 | 82 | 82 |
| Total | 43 | 12 | 82 | 137 |

1.5.5 Work Force Reduction Activities To Date

On April 11, 1995, DOE/NV distributed a draft Work Force Restructuring Plan to employees and the community. Under the early retirement incentive, EG&G/EM and REECO had 93 and 204 individuals who participated, respectively. Under the voluntary reduction in employment (VRIE), RSN had 42 volunteers and WSI had 40 volunteers, all of whom were accepted. In addition, EG&G/EM had 123 individuals sign up for the VRIE, of whom 103 were accepted. REECO had 202 employees apply for participation in the VRIE, of whom 154 were accepted.

It is anticipated that the remainder of separations will be involuntary.

2. Notice of Impending Work Force Reductions

The Nevada Operations Office provided a briefing for representatives of the Nevada congressional delegation on November 12, 1994, concerning 1995 work force reductions. They were advised that the testing moratorium and budget reductions in 1995 are the reasons for the reductions scheduled to take place by the end of FY95. EG&G/EM, REECO, RSN, and WSI provided prior notification to their employees of the impending work force reduction on November 29, 1994, and the DOE press release was issued on that date. Employees who are laid off will receive up to a 30-day individual notice prior to their termination.

>> The DOE press release and the announcements to employees by the four contractors are shown as Appendix A.

3. Planning Process/ Community Involvement

DOE/NV's planning activities involved pertinent staff from DOE/NV's finance, budget, human resources, and training offices. Similarly, pertinent staff from the contractor's finance, budget, human resources, and training offices participated in the planning activities. In anticipation of the 1993 and 1994 layoffs, the DOE/NV staff conducted meetings with the stakeholders. The information obtained in these meetings is also applicable to the 1995 layoffs.

3.1 Stakeholders Meetings and Discussions

DOE/NV staff initiated its outreach process on March 17, 1993, during a meeting in Carson City, Nevada, with representatives from the state of Nevada.

- On March 24, 1993, DOE/NV Human Resources staff briefed contractor staff and representatives from the Nevada Business Service and University of Nevada at Las Vegas (UNLV) on the requirements of section 3161 and how the state Job Training Office and associated agencies could provide assistance to displaced contractor workers.

- On April 13, 1993, DOE/NV hosted a planning workshop in its Las Vegas office for DOE and contractor Human Resources staff for the purpose of learning more about the state's Dislocated Worker Assistance Program. Representatives from each participating agency explained the role of the agency and the types of assistance that could be made available to dislocated workers.
- On June 2, 1993, DOE staff again met with Barbara Weinberg, Director, Job Training Office of the State of Nevada, and her staff to finalize plans to employ the state's resources to help DOE/NV and its contractors assist displaced workers.

As a result of these meetings and discussions, DOE/NV reached an agreement with the Governor's Job Training Office to use the services of the Governor's Dislocated Worker Assistance Program and to establish an Employee Transition Committee to help DOE and its contractors carry out the work force restructuring requirements of section 3161.

>> Appendix B: DOE description of State of Nevada Governor's Dislocated Worker Assistance Program.

3.2 Employee Transition Committee

The primary goal of this committee is to assist workers dislocated by layoffs reenter the work force. The committee will serve as an advocate for the dislocated workers, will act as liaison with service deliverers, and, in conjunction with DOE contractors, will monitor the outcome of the reemployment effort.

The committee's work activities have been and will continue to be in support of the following objectives:

- Provide outplacement assistance to displaced employees of the four contractors.
- Coordinate and participate in informational sessions for impacted employees.
- Obtain suggestions from employees about retraining and employment services and participate in the design of a service strategy based on the results.
- Maintain an updated comprehensive list of all laid-off employees that indicates each person's status for seeking employment.
- Place at least 75 percent of those employees seeking reentry into the labor market into employment or training activities.

- Coordinate closely with the Governor's Job Training Office, the Rapid Response Central Office, Nevada Business Services, and the AFL-CIO Labor Coordinator and community-based organizations.
- Enhance job placement activities by utilizing the companies' and the communities' business networks.
- Develop a final report on the committee's activities.

>> The membership of the ETC, its timeline, an announcement concerning an informational meeting for all employees, and its final report format are shown in Appendix C.

3.3 Community Information

Affected local communities have been provided information on the work force restructuring through communication with DOE/NV and contractor employees; media contact, including local newspaper and television coverage; and through contact with local community agencies. DOE/NV believes that by providing employees and affected communities with the longest possible notice of impending work force reductions; the impact of these reductions will be lessened as affected employees will have more time in which to obtain training and take other jobs that may be available. Comments on plan guidelines and suggestions on minimizing the social and economic impacts associated with planned layoffs were requested from local stakeholders.

3.4 Stakeholders Meeting

On April 11, 1995, the Nevada Operations Office forwarded copies of a draft work force restructuring plan to its stakeholders for review and comments. Each stakeholder was invited to meet with DOE/NV to discuss the draft plan. There were no requests made to DOE/NV to have a stakeholders meeting. However, DOE management did hold several (town hall) meetings with contractor employees, both at the NTS and Las Vegas facilities. The objective of these sessions was to provide employees with information about future missions of the NTS. During the question and answer period, DOE/NV staff responded to questions about pending work force reductions and Section 3161 benefits.

>> Stakeholders are identified in Appendix D.

4. Work Force Restructuring Process and Implementation

4.1 Work Force Planning and Implementation

Work force restructuring includes a three-stage planning process:

- Analyzing the current mission to determine the knowledge, critical skills, and ability requirements for this mission;
- Analyzing the existing capabilities of the current work force, and
- Preparing the existing work force pool to meet the new work force needs, given the current levels of funding.

The following describes the different contractor policies and procedures for conducting work force planning. As noted in 1.5.5, some of these policies and procedures are already under implementation or have been completed. Contractors' plans for encouraging voluntary reductions in employment are also described in 4.2.2.

4.1.1 Reynolds Electrical & Engineering Co., Inc.

Employees have had the opportunity to participate in a voluntary reduction in employment approved on a case-by-case basis. Eligible REEC Co employees were also offered an early retirement incentive program. These voluntary separation programs together eliminated the need for an involuntary reduction in some classifications.

The decision to accept any employee's voluntary reduction in employment (VRIE) application was within the company's sole discretion and made only after the closing of the application period for the early retirement incentive and in light of the results of the early retirement incentive program. The following factors were taken into consideration in making this decision: (a) the company's need to retain qualified employees; (b) the mix and work skills within job classifications; (c) the company's ability to complete required work within the appropriate time frame; (d) whether the employee is in a position that will not need to be replaced; (e) whether the company is able to

demonstrate that accepting the employee's VRIE application will keep another employee from being involuntarily reduced in employment; and (f) accepting the VRIE application will not result in filling a position with a hire from the outside, even indirectly.

Managers have determined the critical skills and positions necessary to effectively carry out the department and division missions in light of the results of the voluntary separation programs. For work groups that are to experience a reduction in employment, they completed a "skill assessment" for each employee and compare the relative skill and performance of each employee to another within similar work groups.

Employees who are found to have the least skills and performance level in a given work group in which the department or division mission has called for a reduction in employment are identified as candidates for the reduction in employment. A peer comparison review is required for each employee identified for reduction. This review involves a more detailed explanation of how the performance and skills of that individual compares with other employees performing similar work.

The assessment described above will be submitted to the Human Resources department manager who reviews the material for accuracy and conformance to the procedure. The material also will be reviewed by the Equal Employment Opportunity director.

All REECO department and division managers have followed and will continue to follow company procedures that outline the criteria and assessment methods for managers to use in conducting a work force reduction for all nonbargaining unit employees. These procedures provide for the retention of employees to maintain a diverse work force in accordance with the REECO Affirmative Action Plan.

Bargaining unit employees will be reduced in employment in accordance with their respective labor unit agreements.

The company has launched an education and training employee development effort to assure employees are receiving the necessary skill and knowledge development requirements as specified by DOE orders. In addition, the recruiting and employment section of the Human Resources department is continually monitoring company hiring needs based on skill shortages that may require the company to seek skilled workers outside the company. The company is now posting external job openings with the other DOE contractors in order to maximize the use of these trained resources and provide job opportunities to the impacted employees as well.

The Recruiting and Employment section manages the displaced worker support center and services. Services include access to job opportunity bulletin board system (JOBBS), America's Job Bank, major city Sunday-edition newspaper

job listings, Nevada Career Information System, job search self-paced videos and workbook, use of computer and printer, resume preparation support, use of fax machine and mailing services, participation in REEC's resume book, and individualized counseling assistance.

The Recruiting and Employment section is also actively involved from the time that employees are identified for an involuntary reduction in employment to identify potential internal job placements that may correspond to the employee's skills.

4.1.2 EG&G Energy Measurements, Inc.

Because of reduced scope of work, consolidations, restructuring, and funding changes, EG&G/EM management forecasted for 1995 a maximum of 500 employees to be reduced in employment. The forecast may be adjusted from time to time during the year to allow for additional work and funding that is provided, natural attrition such as voluntary separations and retirements, transfers to other EG&G divisions, discharges, and fewer hires as replacements and additional staff. During a period of downsizing, a primary consideration is managing attrition from within by providing opportunity through use of the internal job posting system, assigning work within an organization, and transferring employees within the company to better use current human resources. Ultimately, some specifically assigned tasks, duties, or responsibilities are defined as excess to the company; and those employees who do that work for whom other work or budget cannot be identified must be separated.

FY95 shows staff reductions due to changes in weapons test scope of work, consolidation, restructuring, and reduced budgets. This will affect all organizations and employee groups.

FY95 shows continuing need for geographic information systems (GIS), ecologist, and programming employees. As the scope of work changes for the site through new initiatives identified in the Strategic Plan, it may be necessary to seek staffing in the environmental restoration, waste management, or other disciplines not currently available in the EG&G/EM work force.

EG&G/EM conducted a voluntary program to reduce employment in order to minimize the number of employees separated involuntarily. This program consisted of an early retirement incentive and a voluntary reduction in employment (VRIE) offer.

The decision to accept any employee's VRIE application was within the company's sole discretion and made only after the closing of the application period for the early retirement incentive and in light of the results of the early retirement incentive program. The following factors were taken into consideration in making this decision: (a) the company's need to retain qualified employees; (b) the mix and work skills within job classifications; (c)

the company's ability to complete required work within the appropriate time frame; (d) whether the employee is in a position that will not need to be replaced; (e) whether the company is able to demonstrate that accepting the employee's VRIE application will keep another employee from being involuntarily reduced in employment; and (f) accepting the VRIE application will not result in filling a position with a hire from the outside even indirectly.

Prior to notifying employees to be separated, an EEO review will be conducted by managers to verify there is no improper adverse impact on minorities, disabled, women, and employees over 40. This procedure will allow for continued work force diversity in accordance with the EG&G/EM Affirmative Action Plan.

During FY95, EG&G/EM will continue to address the management to employee ratio to be more effective and efficient. The commitment of the company is to provide employees with necessary information, training, opportunity, and skills that can be transferred to other missions projected for EG&G/EM or outside the company should those business opportunities develop. Opportunities may include some weapons test readiness with a slightly different focus and emphasis than has existed in the past, test facilities, other alternate energy study and testing, environmental restoration and waste management, high-level waste storage suitability studies, emergency response, remote sensing, spill test activities, and counterproliferation and target characterization analysis and studies.

4.1.3 Raytheon Services Nevada

The overall restructuring and reconfiguration at the Nevada Test Site will require Raytheon Services Nevada to balance its staffing with the proper skills mix based upon available program funds. RSN's planned reduction in employment will affect a cross section of job families. This includes managerial, professional, technical, engineering, clerical, and bargaining unit employees:

Selection criteria used by management in selecting those who will be affected by the involuntary reduction in employment (RIE) includes:

- Achieving reductions in overhead and indirect costs.
- Determining current skills and critical skills which need to be retained.
- Reviewing the continuing consolidation and reorganization of overhead support groups to achieve greater efficiencies.
- Focusing upon the current and projected future program mission.
- Determining budgetary constraints and available program funding.

RSN management, with guidance from human resources management, will follow all company guidelines in managing the RIE process.

In accordance with RSN's affirmative action and diversity initiatives, candidates for involuntary RIE, who are in a protected group, are identified and a formal analysis is completed to ensure non-discrimination in the selection process. RSN's Management Diversity Council reviews this analysis and identifies any areas of concern. A formal recommendation to proceed with the RIE is then made to RSN's president/general manager.

4.1.4 Wackenhut Services, Inc.

Due to the continuing nuclear testing moratorium and uncertainty of the DOE mission at the Nevada Test Site, WSI has identified possible work force reductions of up to 137 employees in FY95, to be implemented by means of voluntary and involuntary reductions in force. This figure may be adjusted during the year to allow for additional workload and/or natural attrition.

WSI conducted a voluntary reduction in force. WSI is also making every effort not to replace employees who leave under normal attrition, whenever possible. When it is necessary to replace employees from outside the company, WSI posts external job openings with the other local DOE contractors and gives priority consideration to employees reduced in employment from other DOE contractors. WSI will maximize the use of these trained resources to provide job opportunities to the impacted employees as well. WSI anticipates these actions will eliminate or at least reduce the number of involuntary reductions required.

If involuntary reductions are necessary, bargaining unit employees will be reduced in accordance with the collective bargaining agreement.

Nonbargaining employees will be reduced in accordance with the WSI "Workforce Reorganization Procedure." Issues which will be considered when reducing nonbargaining employees will include past performance as documented on Performance Appraisals, individual skills as they relate to WSI business needs, and maintaining the diversity of the work force in accordance with the WSI affirmative action plan. All reduction recommendations will be reviewed by the Human Resources Manager and the Labor Relations/EEO Manager, and approved by the General Manager.

4.2 Activities to Mitigate the Effects of Restructuring on the DOE Work Force

In order to retain those personnel with knowledge, skills, and abilities essential to DOE, contractors are continuing to perform formal needs assessments to define site-specific staffing requirements to support future program needs,

principally those related to site readiness, environmental restoration, waste management, and energy development and technology.

4.2.1 Attrition

DOE/NV contractors have historically experienced attrition rates of about five percent per year. As attrition occurs in those occupations in which reductions will be necessary, the numbers of individuals that would have been involuntarily impacted will be mitigated. However, if attrition occurs in occupations in which reductions are not in the best interest of the contractor, those positions will have to be filled. Individuals impacted by reductions in employment will be given preference in hiring, in accordance with section 4.4, to fill any positions vacated through attrition that must remain filled.

4.2.2 Voluntary Separations

In FY92, FY93, and FY94, DOE/NV management approved voluntary separation incentives (also described in 4.1.1 - 4.1.4) as a means of reducing the contractor work force and meeting projected budget levels. These incentives were viewed as a viable means to restructure the work force and still retain full capability to carry out the NTS weapons testing mission. In 1995, EG&G/EM and REEC Co offered employees an early retirement option in which eligible employees were credited with an additional three years in age and three years in service. Subsequently, all four M&O contractors offered voluntary reduction in employment incentive programs. EG&G/EM and REEC Co offered each volunteering employee who was selected for participation in the VRIE one week's basic pay for every year of service, not to exceed that employee's previous fiscal year base salary. For those EG&G/EM and REEC Co employees with less than fifteen years of service, a one thousand dollar bonus was also offered. RSN offered each volunteering employee who was selected for participation in the VRIE one and one-half week's basic pay for every year of service, not to exceed that employee's previous fiscal year base salary. WSI offered two options. For non-bargaining employees, sixty percent of an employee's previous year's base salary will be offered as an option. For bargaining unit employees, a severance schedule based on years of service was provided. As a result of these programs, 636 of the 1,287 reductions were achieved through voluntary separations. Employees who volunteer for a reduction in force are entitled to the same educational and health benefits as employees who are involuntary reductions in force. However, those employees who take the early retirement option are not eligible for these benefits. The DOE restrictions on replacement of employees who accept voluntary separations will be adhered to.

As noted in 1.5.5, contractors have already begun to implement voluntary reduction activities.

4.2.3 Training

Training is provided to both current employees and employees who are reduced in force, as described below. Training current employees helps maintain an effective work force. Training for dislocated workers is intended to help prepare them to re-enter the work force.

4.2.31 Supplementary Training for Retained Work Force

Retained employees will continue to receive training that provides them with the skills required to perform continuing mission requirements. Training programs currently exist and will continue to be designed to enhance and maintain job and task proficiency of qualified personnel for those requirements. The content of continuing training programs will vary, based on identified needs and mission requirements.

In order to provide supplementary training based on these identified needs, managers and supervisors will be required to identify necessary job skills for future needs. Before this can be accomplished, managers and supervisors themselves must be trained in the skills necessary for this task. This necessary training will include:

- Skills needed by managers and supervisors to advise and mentor employees in job search and retraining opportunities
- Input into identifying new jobs and job restructuring activities
- Stress management techniques for the managers, supervisors, and employees during times of change
- Identifying local resources

After this is accomplished, managers and supervisors will ensure that supplemental training for the retained work force is provided. In this time of decreased activity in weapons testing, cross training employees in new job functions has helped retrain employees for critical operations.

4.2.32 Supplemental Training for Environmental Restoration and Waste Management Positions

Environmental, safety, and health training will continue to be a top priority for both non-bargaining and bargaining unit employees. DOE/NV has a long history of working jointly with local educational institutions to meet both DOE and community occupational needs. DOE/NV and contractors have provided grants and direct funding for educational programs and curriculum development to meet environmental restoration, waste management, and energy-related occupational needs. The Community College of Southern Nevada obtained DOE funding and assistance to develop a curriculum for

environmental sciences and hazardous material technicians. Similarly, the University of Nevada, Las Vegas, also obtained funding and assistance to develop an undergraduate Environmental Science certificate and degree program.

The development of these curricula was supported with DOE funding through DOE's Science and Technology Education Program. Education and training for occupational needs at the NTS and in the local community, such as health physicists and environmental and hazardous material technicians, have been pursued in cooperation with State of Nevada agencies and educational institutions. DOE and contractor professionals will continue inform educational suppliers as well as current and future workers of changing skills requirements.

DOE/NV is engaged in a cooperative effort with local unions to identify DOE-funded and union-sponsored training in hazardous substance response and emergency response for current and future DOE/NV programs.

4.2.4 Scholarship Assistance for Workers and Institutions for Environmental Education and Retraining

The Department of Energy is working with the Department of Defense to provide access to environmental scholarships for displaced DOE workers in accordance with section 4451 of the National Defense Authorization Act (P.L. 102-84). DOE staff will also work with institutions of higher education who may apply for grants for this program under section 4452.

4.2.5 Opportunities as Elementary and Secondary School Teachers

The Department is working with the Department of Defense in implementing section 4443 of the National Defense Authorization Act (P.L. 102-84), which will allow DOE defense contractor employees to apply for available positions as elementary and secondary school teachers.

4.2.6 Tuition Assistance

Extended educational benefits for dislocated workers will be available on the following basis:

- Maximum allowance per dislocated worker will be \$10,000, to cover tuition, required textbooks, registration fee, lab fee, and health fee.
- The extended educational funding may be used for a period no longer than five years from the date the training or educational benefits begins or the dislocated worker's date of separation, whichever occurs first.

- If workers are enrolled in an education assistance program and laid off, they will be allowed to finish the courses they are enrolled in and subsequently receive dislocated worker benefits.
- The education program should lead to proficiency in an occupational area in which the dislocated worker reasonably can be expected to find employment.
- Out-of-state educational assistance will be subject to approval of the Contracting Officer or a designated representative.

Existing M&O contracts have been modified to provide post-termination training and education benefits as allowable costs.

4.3 Medical Benefits

The extended medical benefits program for dislocated workers will be administered according to the implementation guidance contained in the "Report to the Secretary of Energy on Displaced Worker Health Benefits and Monitoring," dated August 1992.

Involuntarily separated workers are eligible for health care continuation under the August 1992 guidance, as long as the workers were participants in the employers' group health plan at the time of separation. Workers who leave voluntarily were also made eligible for health care continuation, effective October 23, 1992. The dislocated worker must have been eligible for medical insurance coverage under an M&O contractor plan at the time of separation from employment. Further, dislocated workers are eligible for benefits under the Displaced Worker Health Benefit Program so long as they are not eligible for such coverage under another employer's or a spouse's group health plan or under Medicare.

Dislocated workers are allowed to continue their current active employees' contribution rate for one year. In the second year, the dislocated worker pays 50 percent of the contractor's current Consolidated Omnibus Budget Reconciliation Act (COBRA) premium rate. For the third year and beyond, the dislocated worker pays 100 percent of the contractor's current COBRA premium rate.

4.4 Preference in Hiring and Relocation Assistance

4.4.1 Hiring Preference

The Section 3161 guidance provides that employees at defense nuclear facilities who are involuntarily separated and who meet the job attachment test set forth below shall be given preferential hiring consideration by other DOE facilities:

A. Regular Employees:

1. must have been working at a defense nuclear facility on September 27, 1991;
2. must have worked full-time (or regular part-time) at a facility from that date through the date of the 120-day notification; and
3. must have been involuntarily separated.

B. Intermittent Workers, Including Construction Workers:

1. must have worked at a defense nuclear facility on or before September 27, 1991;
2. must have worked at a facility within 180 days preceding the work force restructuring notification;
3. must have worked at a facility a total time, including time worked prior to September 27, 1991, equivalent to an employee having worked full-time from September 27, 1991 to the date of the 120-day notification, or have actually worked full-time from September 27, 1991 through the date of the 120-day notification; and
4. must have been affected by the announced restructuring. For an intermittent worker, this includes the interruption of a project before its anticipated completion, or the completion of the assignment or project without prospect for a follow-on assignment at the site where the employee had a reasonable expectation of a follow-on assignment.

In order to implement the hiring preference, it is necessary to identify:

- availability and qualifications of workers being displaced, taking into account training, to the extent practicable,

- what positions are available for these displaced workers, and
- what considerations have been given by M&O contractors to these displaced workers.

Exchange of this type of information is currently taking place. M&O contractors use a four-step process to seek opportunities for hiring dislocated workers:

1. Seek any transfer possibilities within their own organization.
2. Look for dislocated workers or workers to be laid off from the other DOE/NV M&O contractors.
3. Look for dislocated workers or workers to be laid off from all the DOE M&O contractors.
4. Go to the outside market, using means such as the newspaper.

Further, a procedure will be established to guide M&O contractors through an automated support system: a Job Opportunities Bulletin Board System with an integrated resume referral subsystem. The system will provide the following services:

- Resume distribution to M&O contractors.
- Job announcements accessible to all who are separating or potentially are separating.
- Resume development support for displaced workers.
- Matching of known or likely displaced workers with anticipated or existing vacancies.
- Removal of expired vacancies.
- Tracking and reporting of preferential hire opportunities.

Hiring from outside the existing contractor work force has been curtailed, and a requirement for granting preference to displaced workers has been issued to all DOE M&O contractors. Every effort will be made to place displaced workers within the family of DOE contractors. Contractors will:

- Provide displaced workers with assistance in preparing current resumes that will be circulated to other DOE contractors.

- Give preference to displaced workers and where no suitable candidates from the displaced worker pool are identified, and the position requisition form will so note.

Employees separating from employment pursuant to a URIE or an early retirement incentive program waived any rehiring rights they might have and agreed to at least a one-year separation from employment.

4.4.2 Relocation Assistance

Relocation costs will be provided in accordance with the Personnel Appendix provisions of the respective M&O contract. Exceptions to approved provisions may be granted with contracting officer approval. If appropriate, arrangements will be made to recover such costs from the hiring contractor. Relocation assistance will be available to dislocated workers who are voluntarily or involuntarily separated and hired for work at another Department of Energy site, but who do not qualify for relocation assistance under the hiring contractor's policies. A maximum allowance per dislocated worker will be \$5,000 for relocation assistance.

4.5 Outplacement Assistance and Other Post-Employment Benefits

4.5.1 State of Nevada Job Training Office

The Governor's Job Training Office administers the funds for the dislocated worker program and other job training programs in Nevada. The dislocated worker program is federally funded under the Economic Dislocation and Workers Adjustment Assistance Act (EDWAA) and is designed to provide free re-employment retraining services to dislocated workers. Services include early intervention and pre-layoff assistance, career counseling, employment workshops, classroom training, on-the-job training, and job placement.

The following is a summary of the activities that have taken place over the past eighteen months involving DOE, REECo, RSN, EG&G/EM, Wackenhut, and the State of Nevada Job Training Office.

On April 13, 1993, representatives from the State Job Training Office (SJTO) met and discussed the concept of an Employee Transition Committee with DOE officials. An agreement between DOE, SJTO, and the AFL-CIO labor coordinator was signed, and two committees were formed in fiscal year 1993 to represent the Nevada Test Site and Las Vegas and North Las Vegas employees. The agreement was updated January 1994 to include Wackenhut. The SJTO, with Nevada Business Services as the program operator, received a \$500,000 grant to assist Nevada Test Site dislocated workers in June 1993. A second grant of \$750,000 has been awarded in 1995 to enable Nevada Business Services and the Community College of Southern Nevada to continue

to serve those affected by Nevada Test Site layoffs.

Initially two Employee Transition Committees (ETC) were formed—one in Las Vegas and one at the NTS. Later the committees were joined. As of January 1995, the committee is made up of four EG&G/EM employees, seven REECo employees, four RSN employees, and two Wackenhut employees.

The committee has issued newsletters, an employee survey, and press releases, and through the committees, employees were invited to a job fair.

The committees held intensive one-day sessions and workshops with content based on the survey responses.

One-day sessions included an introduction by DOE; information on contractor benefits; overview of the employee transition goals; information from the Employment Security Division regarding employment services, claimant employment, and labor market information; overview of United Way and Consumer Credit Counseling Services; AFL-CIO; a presentation on stress management; and the opportunity to sign up for the federal Dislocated Worker's Program which is offered through Nevada Business Services.

During the one-day sessions, participants were given the opportunity to sign up for academic and vocational testing and GED pre-testing at Nevada Business Services, credit counseling workshops, and entrepreneurial workshops.

A fact sheet outlining the educational services available to dislocated workers was developed by the contractors and Nevada Business Services. Fact sheets and evaluation sheets were provided at each one-day session.

The last one-day session for employees was held April 20, 1994. The committee decided to utilize Rapid Response sessions, mini versions of the one-day sessions to workers who are selected for involuntary separation. During 1994, 32 Rapid Response sessions were held: REECo, 23; EG&G/EM, 3; RSN, 3; and Wackenhut, 3. A total of 308 workers attended the sessions: REECo, 187; EG&G/EM, 72; RSN, 27; and Wackenhut, 22.

All committee members and their employers have been contacted regarding continued participation. Subcommittee meetings, including a follow-up committee, generally are held just prior or following committee meetings.

In 1994, credit counseling and money management issues were treated in the general one-day session for separating employees, rather than being covered in a separate workshop. A workshop which provided an overview of the environmental studies programs at the University of Nevada Las Vegas (UNLV) was also conducted.

Nevada Business Services arranged for a geo-technical class to be conducted at the Community College of Southern Nevada for 19 test site dislocated

workers. All 19 passed the nuclear gauge test; 11 of the 15 who took the American Concrete Institute Field test were certified; five of the 15 tested for the American Concrete Institute Lab were certified and five were retested; 13 tested for the National Institute of Certified Engineering Technicians (scores are not available as yet). Some review classes are still ongoing. Six of those enrolled in the geo-technical class found jobs outside NTS.

4.5.2 State of Nevada Employment Security Division

The State of Nevada Employment Security Division, as the Rapid Response Central Office for the Governor's State Job Training Office, coordinates area service providers who may be able to offer assistance to workers affected by layoffs or plant closures.

Services include rapid response and early intervention presentations, job referrals, veteran employment services, job search skills training, testing and vocational guidance, disability services, labor market information, claimant employment program job corps, federal bonding program, law offender program, targeted jobs tax credit, and unemployment insurance benefits.

4.5.3 Nevada Business Service (NBS)

The NBS, funded by the Governor's Job Training Office, is a public-private partnership established by a consortium of local governments to provide job training services to dislocated workers. In addition to its annual dislocated worker grant, NBS is using Department of Labor grants to help retrain workers.

4.5.4 Nevada State AFL-CIO Dislocated Worker Program

In coordination with the Governor's Job Training Office, the program offers support in many forms, including retraining. The following Joint Apprenticeship and Training Council organizations participate in its re-training program: Asbestos Workers, Bartenders, Bricklayers and Tile Setter, Correctional Officers, Carpenter, Cement Masons and Plasterers, Electricians, Glaziers, Iron Workers, Operating Engineers, Painters, Plumbers, Plumbing & Mechanical, Roofers, Sheet Metal, Stationary Operating Engineers, and Hotel and Casino Maintenance employees.

4.5.5 Consumer Credit Counseling Service

A nonprofit United Way Agency, Consumer Credit Counseling Service can help dislocated workers with financial problems by acting as liaison between the workers and creditors. Counselors assist with budgeting or, if necessary, a debt repayment plan, and lead educational programs on money management. Services are provided free of charge.

4.5.6 Nevada Career Information System (CIS)

CIS is a software program for computers containing information on approximately 300 occupations and 3,600 schools. The CIS is connected to the interstate system which provides dislocated workers with information about job opportunities in localities outside Nevada. The Nevada CIS provides statistics which are specific to Nevada. It offers the following components: occupational descriptions, military occupations, programs of study and training, QUEST, national and Nevada schools, financial aid, job search, working for yourself, and assessment link. CIS is available from the Community College of Southern Nevada and the Henderson Public Library. In addition, CIS has been installed at a convenient location at three of the participating M&O contractors.

>> Further information on these agencies is shown in Appendix E.

5. Economic Development

The Department of Energy is pursuing economic development initiatives to ensure that the transition process of downsizing DOE facilities includes promoting and supporting the reuse of sites and facilities and encourages the employment of the skills and dedicated work force that supported the nation's nuclear weapons program.

In the long term, the Department of Energy is reconfiguring the nuclear weapons complex to make it smaller, less costly, and more environmentally responsive in the twenty-first century (Complex 21). The Department has made the NTS a candidate site for all, or some, of the nuclear functions, in any combination, for Complex 21. The Department's reconfiguration will focus on consolidating four nuclear and one non-nuclear functions.

Community Development

In August 1993, Nick Aquilina, Manager, DOE/NV, was invited to become a member of the State of Nevada's NTS Economic Adjustment Task Force. Chaired by Tim Carlson, Director, Commission on Economic Development, the Task Force has as its mission the development of a strategy for augmenting the existing programs at the NTS and securing new missions.

Current and proposed Task Force activities include, but are not limited to:

- Secure a commitment from DOE and State of Nevada to alternative uses of the NTS
- Develop federal, state, and private industry partnerships to make uses of NTS assets
- Respond to small business dislocations and minimize impacts to dislocated workers
- Pursue technology transfer, new business ventures, and business attraction

At the initiation of Nye County officials, DOE/NV has joined with Nye County officials for the purpose of identifying and developing economic opportunities for Nye County residents. Working groups have been formed and are actively working on identifying procurement opportunities with the DOE. Similar activities are expected to develop as a result of recent meetings between DOE/NV managers and representatives from Esmerald and Lincoln Counties.

Related to these economic development activities, DOE/NV is considering a proposal from the State of Nevada, Commission on Economic Development, to fund the development of an on-line database network to assist the Commission in communicating with its 12 development authorities located throughout the State. Each of these development authorities is comprised of business leaders within their respective communities. This network would be available to the DOE for communicating with Stakeholders to advise them of public meetings and information sessions sponsored by the DOE, and to obtain feedback about proposed DOE activities.

On February 28, 1994, the Task Force on work force restructuring approved \$200,000 for this commission.

Defense Restructuring and Demilitarization

The buildup of "excess" rocket motors through military reconfiguration and downsizing has been the subject of a three-year Department of Defense (DoD) study on methodology and technology of highly energetic material recovery and/or disposal. Congress, in the National Defense Authorization Act for fiscal year 1994, has directed that DOE apply four million dollars of authorized Research and Development (R&D) funding to work, in conjunction with the Defense Nuclear Agency (DNA) and the Director of Defense Research and Engineering (DDR&E), to determine whether the NTS could be utilized for demonstration and development activity for the environmentally sound destruction of these high energy explosives. In addition, DoD has been authorized one million dollars for the investigation of the NTS application for these R&D activities, to be pursued at the NTS, through the Assistant Secretary for Defense Programs. The existing infrastructure and remoteness of the NTS has triggered interest by several commercial corporations in using the NTS to serve as an R&D site for the development of new technologies for this activity.

Nevada Solar Enterprise Zone

The National Defense Authorization Acts for FYs 1992 and 1993 directed the Secretary of Energy to study the solar energy potential of the NTS. The NTS Solar Feasibility Study (April 1994), which was the result of this mandate, stated that the NTS was a significant solar resource.

The DOE hosted a solar conference at the Cashman Field Center in Las Vegas on June 1, 1994. Members of both the private sector and government attended to hear presentations by a diverse group of professionals on various aspects of development of a Solar Enterprise Zone (SEZ) at the NTS. The conference was followed by a tour of the NTS on June 2, 1994, and then a tour of DOE's scientific and industrial portion of the North Las Vegas facility on June 3, 1994. A representative from Senator Richard Bryan's office provided some remarks regarding the legislative climate for a SEZ. Robert N. Annam, Office of Solar Energy Conversion, presented an overview of the SEZ Task Force goals and objectives.

Allocation of \$3.85 million by DOE in FY 1995 will support development work studies and preparation of the SEZ site for anticipated construction. The bulk of funding for plant construction will be provided by private industry through the issuance of tax-exempt bonds.

Solar development could contribute significantly to diversification of Nevada's economy through the use of instate resources while simultaneously serving national energy and environmental objectives.

Given current electricity markets and the relative maturity of the solar industry, projects and employment will have to build gradually over time. "Investments in solar development will have to be sustained and support multiple projects over time in order to translate future improvements in technology and competitiveness into significant employment benefits. Phased construction of 600 megawatts of central-station generation over a six-to eight year period will sustain construction employment at 1,500 to 2,100 FTEs and eventually lead to approximately 175 permanent FTEs involved in operation and maintenance. Export development would create additional local manufacturing employment and its resulting economic multiplier effect.

Spill Test Facility

The Spill Test Facility at the NTS offers other federal agencies and industry a proven capability to examine the phenomena associated with the accidental spill of toxic materials (gasses and liquids) transported and utilized in military and commercial processes in the United States. Recent developments in remote sensing diagnostics have opened new horizons in the types of experiments and R&D activities performed in the facility, which maintains the only capability of this type in the United States.

Waste Management and Environmental Technology

Considerable research and development capabilities related to this area currently exist at the NTS, representing an extraordinary resource that can, and should, be utilized in broader applications.

The NTS currently serves as the DOE's defense low level waste repository. Nationally, there exists an ever increasing need for the development of new technology to address the handling and disposing of "mixed" waste, for development of remedial action (cleanup) technology to address the ultimate cleanup of DOE sites, and to provide guidance in the cleanup of toxic and hazardous wastes at National Priority Listed Superfund sites (EPA) of commercial industry.

The remedial action program envisioned would involve the development of technology to remove contaminated soil, process that soil to separate the contaminant, and then restore the desert surface soil while minimizing environmental impacts.

A recently submitted proposal envisions the designation and location of a national facility at NTS which would serve as a "fully permitted" facility at which other federal agencies and industry could conduct research and development activities. Site remediation processes would be investigated and finalized here free from any requirement for individual permits from the state or EPA.

Such a facility on the NTS would meet an important national need and could ultimately bring a number of high tech firms and jobs into Southern Nevada. The proposed facility would not serve as an entry to local waste disposal—all material treated would be removed by the user. The proposal suggests major funding could be made available from industry sources. Estimated cost is approximately 40 million dollars, employing a staff of approximately 50 craft and technical personnel. It is anticipated that such a facility would also assist DOE's Environmental Restoration and Waste Management Program in meeting its mission objectives.

6. Budget Estimates

DOE/NV expects that up to 20 percent of the 1,287 dislocated workers could utilize supplemental training and one percent of the dislocated workers will utilize relocation assistance, totaling an estimated 270 workers. DOE/NV has approved a maximum of \$10,000 per employee for education and training assistance and \$5,000 per employee for relocation as an allowable cost for each of the four M&O contractors. Based upon average supplemental training usage of \$4,708 and average relocation usage of \$1,900, the total estimated budget for these services is \$1,235,000.

297 employees chose the early retirement option. Based upon an average cost of \$19,192 per retiree, the total cost of the early retirement option is \$5,700,024.

The average severance pay for a voluntary reduction in employment is \$13,050 per employee. This affected 339 of the employees. The budget for the one thousand dollar bonus for EG&G/EM and REECO employees, with less than fifteen years of service, will total approximately \$200,000. The involuntary reduction in employment may affect up to 500 employees in CY95. The average severance for an involuntary reduction in employment is \$12,787 per employee. The total estimated severance pay budget for voluntary and involuntary reductions is \$11,017,450.

Outplacement assistance is to be provided through a \$750,000 Department of Labor grant which is administered through the State of Nevada Job Training

Office. This grant is available to dislocated workers for training and employment services.

It is expected that approximately 541 employees will participate in the Displaced Worker Health Benefits Program (DWHBP). Estimated costs are \$3,882 per employee with a total estimated DWHBP budget of \$2,100,000.

The total budget estimate for CY95 equals \$20,052,474 of which \$19,000,000 is funded through the Section 3161 fund and the balance is funded through other programs.

>> *See plan implementation cost estimates in Appendix F.*

7. Measuring Results and Updating the Plan

This plan will be updated as new information becomes available and as missions, programs, and the availability of funding change for the Nevada Operations Office. Information will be provided to cognizant DOE Headquarters organizations. This information will include:

- Numbers and categories of employees who are: (1) involuntarily separated, (2) voluntarily separated and received severance pay, (3) elected to retire, and (4) transferred to other facilities
- Total costs of severance pay broken down for voluntary and involuntary terminations.
- Results of analysis of impact on minorities and women.

8. Summary

The Work Force Restructuring Plan has been prepared pursuant to section 3161 of the Defense Authorization Act of Fiscal Year 1993. A 120-day notice of the need for work force reductions was given on November 29, 1994. The plan identifies the actions being taken to mitigate the impact of work force reductions at the Nevada Test Site.

DOE's efforts to develop this plan have included stakeholder involvement in the entire work force restructuring process. DOE/NV has established a working relationship with the State of Nevada in order to provide dislocated workers with the necessary services. DOE/NV has held both workshops and stakeholder meetings to involve the public in the DOE work force reduction process. DOE/NV, along with the Governor's Job Training Office, has established an Employee Transition Committee. This committee has established a communication link between management and workers and provided workers affected by this reduction an avenue to reenter the work force as quickly as possible.

DOE/NV and the contractors have determined the numbers of workers to be affected in various work areas. A key point in the plan is that every effort will be made to minimize involuntary separations. The activities being taken to mitigate work force reductions include attrition, voluntary separations, transfers to other contractor activities, and supplementary training. In addition, dislocated workers who meet eligibility criteria will receive preference in hiring at other DOE facilities along with relocation assistance and will be eligible for a variety of benefits, including health care continuation, retraining, and outplacement services.

With the above actions, section 3161 objectives to mitigate impacts to the affected workers and communities will be met for the work force reduction this fiscal year at the Nevada Test Site.

Appendix A

Department of Energy Press Release and Notices to Contractor Employees

DOE

NEWS

News Media Contact:

Roxanne C. Dey, 702-295-1379

For Immediate Release:

November 29, 1994

Department of Energy Announces Work Force Restructuring in Nevada

As a result of reduced funding, as many as 1,300 contractor positions may need to be reduced at the U.S. Department of Energy's (DOE) Nevada Test Site and at offices and facilities in Las Vegas. The reductions will take place within the next 13 months (by December 31, 1995).

It is the Department's goal to reduce the number of involuntary layoffs. Of the more than 8,500 positions reduced across the DOE complex over the last two years, 80 percent of the employees affected were either retrained or reassigned.

The four Test Site contractors affected by the budget reduction are:

- Reynolds Electrical & Engineering Co., Inc. (REECo) - about 550 of its current work force of 2,972.
- EG&G Energy Measurements, Inc. (EG&G/EM) - about 500 of its current work force of 1,550.
- Raytheon Services Nevada (RSN) - about 100 of its current work force of 1,050.
- Wackenhut Services, Inc. - about 137 of its current work force of 267.

Robert M. Nelson, Jr., Manager of the Nevada Operations Office, said, "I am committed to helping all of the dedicated, hard-working, and highly-skilled workers affected by this budget reduction. Unfortunately, cuts in funding ultimately translate into lost jobs. Nevada Test Site programs are no exception."

-more-

NV-94-123

On September 15, 1994, the Secretary of Energy established the Office of Worker and Community Transition. This Office is the Department's focal point for labor relations, work force restructuring, and economic development in communities affected by reductions in the Department's work force.

During the next 60 days, representatives of the Nevada Operations Office will consult with workers, contractors, community leaders, union representatives, educational institutions, elected representatives, and other interested parties to draft a work force restructuring plan.

These consultations will focus on ways to minimize the impact on workers including continuation of medical benefits, retraining and tuition assistance, and relocation assistance. The State of Nevada Job Training Office will lend support by providing career counseling, job search skills training, resume-writing workshops, and information on unemployment insurance benefits. In addition to those services, the Department of Labor has awarded a \$550,000 grant to the state of Nevada and a \$200,000 grant to the Clark County Community College to assist displaced workers.

The plan will also include potential economic development proposals intended to lessen the effects of this reduction on the community. DOE is encouraging efforts by local communities to identify other economic development opportunities for the facilities and workers affected by this action.

Additionally, DOE is pursuing strategic planning initiatives to utilize the Nevada Test Site as a National Experimental Center for use by all federal agencies, private industry, and educational institutions. The Solar Enterprise Zone being considered for the Nevada Test Site is one example of these initiatives.

These planning actions are consistent with the 1993 National Defense Authorization Act.

NV-94-123

-30-

TO: All Employees
FROM: Peter Zavattaro, B2-10
SUBJECT: 1995 PROJECTIONS

November 18, 1994

PHZ-94-340

While I believe there will be some exciting business opportunities and work for our employees during 1995, I expect there will also be continued changes to our scope of work as well as further budget reductions. To stay within our budget ceiling, there will be further downsizing, reorganization, and consolidation. In addition, I expect we will face more of the same as we transition to the new consolidated Nevada contract in FY96.

DOE/NV will soon make a public announcement stating that local DOE contractors will be laying off employees as early as Spring 1995. I have been asked to project a worst case estimate for potential reductions through the end of the contract. Faced with so many uncertainties, I have projected a loss of as many as 500 employees for EG&G/EM. Reductions will affect most programs and administrative support organizations.

Please keep in mind that this number is only a projection; efforts will be ongoing to protect as many jobs as possible, and I remain hopeful that the majority of our workforce will transition to the new contractor. We will manage upcoming reductions in force as best we can through employees who either retire or voluntarily leave for other opportunities inside or outside of EG&G. In addition, I expect managers to post more of their open positions rather than promote from within the organization or fill positions through natural progressions or waivers. As these positions become available, I encourage you to bid on them.

To assist employees, the Employee Transition Committee will continue their efforts to communicate information about community resources available to help displaced workers find jobs, training and retraining opportunities, and community services to assist with reemployment.

DOE/NV is preparing a workforce restructuring plan which will specifically address the reduction plan as well as benefits that will be made available to workers. We are now working on our input to the plan. As part of the plan, I am exploring the possibility of offering an incentive program. If an incentive is offered, it requires Corporate and DOE/HQ approvals before announcing the specific provisions and who will be eligible.

While your continued commitment and support remains important to EG&G/EM to allow us to meet our contract requirements through 1995, I believe it is important for you on a personal level to continue to perform your best to position yourself for future opportunities. I feel confident that when the dust settles there will be some unique opportunities to learn new processes, participate in different activities, and to continue to make significant contributions. I will keep you informed as we progress through these uncertain times.

sf



Reynolds Electrical & Engineering Co., Inc.

MEMORANDUM

To Distribution A
From *[Signature]*
U. C. Fraser
Date November 29, 1994
Subject 1995 REDUCTION-IN-EMPLOYMENT ACTION PLAN

As reviewed with you in my memo of September 23, 1994, Reynolds Electrical & Engineering Co., Inc. expects to experience further reductions in employment in 1995.

Because of the 120-day general notification requirement, we anticipate that the earliest possible date for employee reductions to begin is approximately March 28, 1995. All nonbargaining employees and bargaining employees with the exception of construction craft employees impacted by this requirement will receive individual notification of at least 30 days. Construction craft employees with more than one year of employment will continue to receive up to two weeks notice of their pending reduction.

I estimate that approximately 550 people will be reduced in employment in 1995 due to budget reductions and the Department of Energy's decision to consolidate the three M&O contracts at the Nevada Test Site.

Please assure that all nonbargaining positions are posted so that all employees have an opportunity to be considered for retention.

As vacations and organization specific shutdowns are occurring during the holiday period at the end of the year, we need to begin now to deal with the identification and documentation process of those employees to be reduced. The need for addressing some organizational reductions is clear and should be addressed as soon as the Section 3161 provisions allow. I will be giving specific instructions regarding target reduction numbers to the Division Managers.

Please begin to assess your personnel and skill requirement needs in light of this information.

DLF:pw

TOTAL QUALITY IS OUR BUSINESS

REECO

[Signature]

Raytheon Services Nevada

Memorandum

Organization: Executive Office
Summerlin, M/S 580

Date: November 29, 1994

Contract No.: DE-AC08-81NV10823

To: All RSN Nevada Employees

File No.:

From: Bill W. Colston

Correspondence No.: HUR:104:95

Subject: STAFFING

During the past year, RSN participated in various restructuring activities associated with the changing mission of the Nevada Test Site. In some cases, particularly within the environmental area, the news has been positive and we've seen growth. In other areas, we have experienced staffing reductions.

I expect further restructuring to take place in FY '95 as RSN responds to a continuing shift in the NTS mission. As a result, we may have to reduce our staffing levels by up to 100 employees. I fully expect that some of these reductions will be achieved through normal attrition. Notwithstanding, in accordance with the National Defense Authorization Act, Section 3161, this memorandum constitutes a 120 day notice of our planned reductions.

As you know, the Nevada Test Site Contractors Association has some new initiatives under consideration. These include weapons disassembly, conventional munitions demilitarization and recycling, counterproliferation, weapons component staging, solar energy power and photovoltaic production. While these programs may not come to full fruition in time to mitigate our FY '95 staffing reductions, they do hold promise for the future.

As in the past, we will continue our efforts to match displaced employees with job openings. This has decreased the number of involuntary reductions in the past. In addition, an expanded career center, educational assistance, employee assistance and community resources programs are available to ease the impact on displaced employees. Through these, former RSN employees have found jobs or are engaged in educational pursuits. We intend to focus additional resources in these areas.

Soon, the DOE will request bids for a consolidated NTS contract. As I have previously told you, RSN fully intends to win this competition. Your support in providing our customers with superior service and products is critical to the success of this effort.

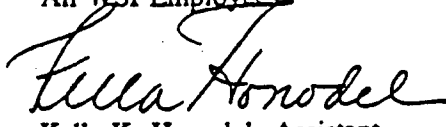
BWC:DJH:pj

RSN 108 (10/91)

WACKENHUT
Inter-Office Memorandum

TO: All WSI Employees

29
DATE: November 22, 1994

FROM: 
Kella K. Honodel, Assistant
General Manager for Administration

DIV: NV Operations (DOE)

SUBJECT: GENERAL ANNOUNCEMENT REGARDING WSI WORKFORCE
REDUCTIONS

Due to the continuing moratorium and uncertainty of the DOE mission at the Nevada Test Site, WSI has been asked to provide reduction in employment numbers to DOE. This general announcement concerning these numbers serves as the 120 day notice to WSI employees as required by Section 3161 of the Defense Authorization Act of FY 1993.

Reduction in Employment (RIE) information from all DOE NTS contractors will be used to develop a Workforce Restructuring Plan for FY 1995 in compliance with Section 3161 and DOE Order 3309.1A "Reduction in Contractor Employment". This Plan will specifically address benefits available to displaced employees, including educational, health coverage, relocation financial assistance and priority hiring.

In the event that security requirements at the NTS or the assignment of new missions such as disassembly work do not support current employment levels, WSI will be forced to undergo significant downsizing. The projection provided to DOE if this situation occurs is a reduction of 137 employees. Few if any WSI Sections and job classifications would escape workforce reduction in this worst case scenario.

Please keep in mind, this is a potential projection, not an absolute. We expect to offer a voluntary separation incentive program and our experience tells us that normal attrition results in the loss of workers every year. It is hoped that attrition and voluntary separation will help to mitigate the number of employees involuntarily reduced. In addition it is anticipated that job offers for some uniformed personnel will continue to be available within the Wackenhut Corporate structure. These jobs will require relocation and may be in TWC activities other than WSI. Job opportunities for other personnel will be made available whenever possible.

WSI management will continue to keep you informed of further events as they happen. If you have any questions, call Virginia Callahan at 295-0811 or Mike Ebert at 295-2371.

Appendix B

State of Nevada Governor's Dislocated Worker Assistance Program

State of Nevada

GOVERNOR'S DISLOCATED WORKER ASSISTANCE PROGRAM

Program Goals

- To promote advance notice and early intervention to closures.
- To encourage and support employers in taking a positive approach to closures.
- To create an environment for management and employees to communicate with each other and to work together in meeting each others needs.
- To maximize the resources of the company, the community, and the public sector in a coordinated effort.
- To maintain an updated comprehensive list of all laid-off employees that indicates each person's status for seeking reemployment.
- To place at least 75 percent of those employees seeking reentry into the labor market into employment or training activities.
- To coordinate closely with the Governor's Job Training Office, the Rapid Response Central Office, the Private Industry Councils, the local job training agencies, and the local elected officials.
- To enhance job placement activities by utilizing the company's business network.
- To develop a final report on the committee's activities.

Employee Transition Committee Role

- To help workers reenter the labor force.
- To serve as a liaison with service deliverers.
- To serve as an advocate for the workers.
- To coordinate and monitor the adjustment effort.

Committee Objectives

- To coordinate and participate in an information workshop for the employees.
- To complete an employee survey and participate in the design of a service strategy based on the results.

Committee Chair

The Chairperson will:

- Conduct meetings
- Direct activities
- Make assignments
- Monitor work assignments
- Promote consensus and participation

Information Workshops

Employees should receive information about:

- Employee Transition Committee
- Community services
- Jobs and training
- Financial management
- Stress management

Description EMPLOYEE TRANSITION COMMITTEE

Establishment of an Employee Transition Committee

Under the Dislocated Worker program, a State Dislocated Worker Office has been created within the Governor's Job Training Office. This office is responsible, as part of its rapid response and early intervention function, for selecting layoff or closure events appropriate for the establishment of an employee transition committee.

The selection process will be based on such factors as the willingness of the company and employees to participate and the absence of collective bargaining activities. Priority will be given to those businesses that provide a 90-day pre-layoff/closure notice.

Following selection, the Governor's Job Training Office contacts the company management to recommend establishment of an employee transition committee. Recommendation will also be made concerning appointment of a neutral committee chairperson, with final approval resting with the committee. State office representatives and a company official will then formally establish the committee, coordinate the development of an agreement, and assist in the initiation of its activities.

Purpose

An Employee Transition Committee (ETC) is a form of rapid response assistance voluntarily organized to respond to present or prospective worker dislocation.

In cooperation with the Governor's Job Training Office, Nevada Employment Security Department, local job training agencies and other appropriate community agencies, the Committee will develop a program providing reemployment services for workers losing (or who have lost) their jobs.

Composition

Ordinarily, the Committee is comprised of employee and management representatives—participating in a shared and equal manner.

A neutral chairperson, not employed by or under contract with the company, can be selected by the company, its employees or as a joint effort. The

chairperson will oversee and guide the activities of the Committee and provide advice and leadership.

Activities

The Committee's activities depend on the conditions of the closure or layoff and could include the development of human resource adjustment plans, organizing transition/displacement workshops, serving as a liaison with employment and training service providers, promoting job development and placement, and monitoring the outcome of the reemployment-employment activities. The Committee could develop and conduct an employee survey which could include information about the employees' skills and career goals. Additionally, the Committee could use its business and employee contacts to enhance job placement efforts.

It is anticipated that the Committee will coordinate and use the services provided by the dislocated worker service offices (JOIN in the North and NBS in the South). The Committee may also coordinate its activities with the Governor's Job Training and Dislocated Workers Office, the State Job Training Coordinating Council, the Private Industry Councils, and the local elected officials.

It is important to note that early intervention and organization of the Committee will facilitate a smoother adjustment for the company and the employees. All parties impacted by closures and layoffs will benefit if the Committee can begin activities before the event.

It should also be stressed that the Committee will not become involved in collective bargaining. The Committee chairperson will suspend all discussions with management and employees, as well as all activities of the Committee, when collective bargaining is taking place or if an industrial dispute arises.

Operating Support

The Committee will be supported with JTPA Dislocated Worker funds and contributions (cash or in-kind) from the company, the union, employees, or other sources. Federal and State contributions will be governed by cost limitations identified as dislocated worker activities.

RAPID RESPONSE TEAM

Employee Transition Committee Resources

| Agency | Name | Title | Phone | Fax |
|---|------------------|--|--|----------|
| Neutral Chairs | Murray Westgate | Neutral Chair for Mercury C (cellular), V (voice), R (residence) | 367-5800 371-0817 C 225-3309 V 451-3101 R | 451-7249 |
| | David Hoggard | Neutral Chair for Las Vegas | 564-7484 ext. 260 | 643-6427 |
| Governor's Job Training Office and Displaced Worker Office | Janet L. Pirozzi | State Coordinator | 687-4310 | 687-3957 |
| | Harriet Schaller | State Assistant Coordinator | 687-4310 | 687-3957 |
| Rapid Response Central Office and Employment Security | James Mason | Program Coordinator | 687-4618 | |
| | Tamara Nash | Assistant Program Coordinator | 687-4618 | |
| | Vincent Zarrelli | Southern Nevada Coordinator | 486-3475 | 486-3470 |
| Unemployment Insurance | Ross Whitacre | Assistant Chief of Benefits & Payments | 687-6106 | |
| Nevada Business Services—Southern Nevada | Ameller Mullins | EDWAA Customer Service Representative | 384-8111 | 384-2743 |
| | Lenore Felix | EDWAA Customer Service Representative | 384-8111 | 384-2743 |
| | Bill Reuss | EDWAA Customer Service Representative | 384-7618 | |
| Job Opportunities in Nevada—Northern Nevada | Tina Nappé | Director | 785-6106 | |
| | Barbara Marke | Job Developer | 785-6106 | |
| Consumer Credit Counseling Services—Southern Nevada | Michele Johnson | Executive Director | 364-0344 | |
| | Rikka Lunde | Education Director | 364-0344 | |
| AFL/CIO | Shari Thomas | Labor Coordinator | 387-3347 | 385-4410 |
| United Way | Barbara Drake | Agency Relations Director, Northern Nevada | 322-8668 | |
| | David Jayo | Agency Relations Director, Southern Nevada | 734-2273 | |

EMPLOYEE TRANSITION COMMITTEE
AGREEMENT

As a result of announced Department of Energy Contractor workforce reductions and consultations between the U.S. Department of Energy and the Governor's Job Training Office, agreement has been reached to use the services of the Governor's Dislocated Worker Assistance Program and establish two (2) Employee Transition Committees to help the DOE and its contractors carry out the workforce restructuring requirements of Section 3161 of the Defense Authorization Act of 1992.

The Committees' primary goal is to assist workers dislocated by the layoff, to reenter the work force.

The Committees will serve as advocates for the dislocated workers, will act as liaisons with service deliverers, and in conjunction with DOE contractors will monitor the outcomes of the reemployment effort.

The Committees' work activities will be in support of the following objectives:

- Provide out placement assistance to displaced employees of EG&G/Energy Measurements, Reynolds Electrical and Engineering Company, Raytheon Services of Nevada, and Wackenhut Security, Inc.

- Coordinate and participate in an Information Workshop for the employees.

- Obtain suggestions from employees about retraining and employment services and participate in the design of a service strategy based on the results.

- Maintain an updated comprehensive list of all laid-off employees that indicates each person's status for seeking employment.

- Place at least 75% of those employees seeking reentry into the labor market, into employment or training activities.

- Coordinate closely with the Governor's Job Training Office, the Rapid Response Central Office, Nevada Business Services (NBS) and the AFL-CIO Labor Coordinator and community based organizations.

- Enhance job placement activities by utilizing the companies' and the communities' business networks.

- Develop a final report on the committees' activities.

August 30, 1993/ref:hs/etc/ntsetc.pak

The DOE and contractors agree to provide release time for Committee members while they are employed by the company.

The Governor's Job Training Office will reimburse a number of committee members who have been laid off by the company, for services rendered after the layoff. Reimbursement will be with Job Training Partnership Act Title III funds, and will be through an Employee Services Agreement (Independent Contract) with each committee member.

This Agreement is entered into by the Governor's Job Training Office, DOE, and the associated labor unions and is effective the 31st day of December, 1993.

Governor's Job Training Office

Barbara Weinberg
Barbara Weinberg, Administrator

1/5/94
Date

Debra M. Smith
Department of Energy Official

Dec 23, 1993
Date

V L A
AFL-CIO Labor Coordinator

1/13/94
Date

August 30, 1993/ref:hs/etc/ntsecc.pak

REECO
EMPLOYEE TRANSITION FORM

NAME: _____ SSN _____

ADDRESS: _____

PHONE: _____

AGE: _____

RACE: _____

SEX: _____

Marital Status: _____

Education: Years Completed
6-9 10-11 12 13 14 15 16 17+
GED BA BS Masters+

REECO JOB TITLE: _____

SALARY: _____

YEARS W/COMPANY _____

COMMITTEE MEMBER? YES/NO

SURVEY COMPLETED? YES/NO

Labor Union Affiliation: _____

ACTIVITIES ATTENDED:

RIF Orientation _____
Labor Market Info _____
Job Search Workshop _____
Resume Writing _____
Skills Assessment _____
Community Resource _____
Information W/S _____
Job Fair _____

OTHER SERVICES:

On the Job Training _____
Classroom Training _____

(Please list college or school and programs)

Relocation _____

NEW JOB TITLE: _____

SALARY: _____

COMPANY: _____

Press Release

EMPLOYEE TRANSITION COMMITTEE TO HELP DISLOCATED WORKERS

The Department of Energy (DOE) contractors, its association labor unions and Governor Bob Miller announced today the formation of two joint labor-management committees to assist the job search and retraining efforts of employees to be affected by the downsizing at the Nevada Test Site.

Employee Transition Committees were organized for the Mercury and Las Vegas locations to coordinate community resources to help . . .

Murray Westgate, Information Specialist for the Corporate Communications Department, Nevada Power Company, will serve as chair of the Mercury committee and David Hoggard, Interim Associate Dean for the Industrial and Service Technologies Division of the Community College of Southern Nevada, will lead the Las Vegas committee. The committees are comprised of representation from the labor unions involved (see list below), management, and hourly employees.

Nick C. Aquilina, Manager of DOE's Nevada Operations Office, said, "We want to do everything we can to minimize impacts on workers laid off because of budget cuts. These workers have been committed to the defense of this country and we owe them all the support this coordinated effort among state and federal agencies will provide. We also plan to offer a full range of outplacement services to all affected employees."

ETC Labor Union Representation

Culinary Workers Local 226

Teamsters Local 631

Operating Engineers Local 12

Laborers Local 872

IBEW Local 357

Carpenters 1780

Painters 159

Plumbers & Pipe Fitters Local 525

Sprinkler Fitters Local 669

Sheet Metal Local 88

Plasterers and Cement Masons Local 797

Asbestos Workers Local 135

Iron Workers 155, 416, 433

Elevator Constructors Local 18

HOW THE EMPLOYEE TRANSITION COMMITTEE FITS IN

STATE COORDINATOR/RAPID RESPONSE TEAM
and
AFL-CIO LABOR COORDINATOR

RAPID RESPONSE TEAM
and
AFL-CIO LABOR COORDINATOR
provide:
* information
* access to resources
* coordination
* technical assistance
for federal, state, and
local programs

EMPLOYEE TRANSITION COMMITTEE

Key Activities

EMPLOYEE
NEEDS AND >>>
CONCERNS

- * Selects neutral chair
- * Identifies lead organization
- * Collects information on employee needs
- * Identifies financial and community resources
- * Develops a communication plan
- * Acts as employee advocate
- * Determines services to be provided
- * Determines who will deliver services
- * Develops and approves program design
- * Develops final report

COMMUNICATION
>>> TO THE LOCAL
COMMUNITY

COMPANY
NEEDS AND >>>
CONCERNS

The Employee Transition Committee is
the focal point for transition services
and communications.

ONGOING
PROGRAM
OVERSIGHT

COMMITTEE ROLES AND RESPONSIBILITIES

The employer and employee representatives are equal partners. Together with the neutral chair, they share the responsibility of making this approach work. They are involved in the planning, design, and operation of the transition program. In addition, they have oversight responsibility for the entire effort.

Technical assistance and support for the Committee is provided by the State Coordinator who acts as a liaison between the Committee and local/state programs and services.

Committee effectiveness depends on its independence and integrity. Those involved must feel a strong sense of ownership for the program and demonstrate honesty. This commitment will help build trust and worker acceptance for the program. To be effective, the Committee should:

Avoid conflicts of interest: Direct involvement in collective bargaining and/or phase-out negotiations must be avoided. However, the Committee can serve in an advisory capacity on issues related to transition services. Equally as important, the chair should be neutral and not associated with a service provider or a business that could benefit by providing transitional services.

Develop consensus: By building a consensus based decision-making process, the program will reflect the mutual needs of the company and the workers. Any member can initiate action or discussion, but the result should always be a mutual decision and/or position.

Appoint a spokesperson: To avoid confusion, a spokesperson should be appointed especially to deal with the media. The spokesperson's responsibility is to report only what is based on fact and what has been agreed to by consensus.

Observe strict confidentiality: Because many sensitive issues will be discussed, discretion and confidentiality must be maintained.

THE NEUTRAL CHAIR'S ROLES AND RESPONSIBILITIES

Neutral chairs help Committees function effectively and avoid potential conflicts of interest. The chair, a key element to the Committee's success, should be selected with care. Complete awareness and acceptance of the program's purpose is essential.

The neutral chair is someone who:

- Knows the local employers and labor market
- Helps establish the independence of the Committee
- Gives company and union officials confidence that fair representation will be maintained
- Maintains a focus on the workers
- Manages the meetings and keeps the group on-task
- Provides independent thinking in the development of policies and operational plans, and
- Offers accountability to the federal and state government

General management of the Committee is critical. The chair helps the members identify their areas of responsibility and their relationship with the overall program. The chair ensures that the group functions in a manner consistent with the Committee objectives, so that the end result is a successful program. Providing leadership and motivating the members to make a contribution are also important responsibilities. In addition, the chair should:

- Schedule meetings
- Establish agendas
- Assign tasks
- Develop program schedules
- Produce appropriate reports and ensure timely distribution
- Ensure open communication with the members and other key individuals
- Develop cohesiveness within the Committee; and
- Ensure that action-oriented minutes are recorded and widely distributed

THE MEMBERS' ROLES AND RESPONSIBILITIES

Committee members plan an important role in effectiveness of the Committee. In addition to actively participating during the meetings and accepting and completing their assigned tasks, they should:

Make a commitment to the program: The members will have to devote a great deal of time to activities such as regular meetings, making and receiving calls at home, and working long hours. Anyone unwilling or unable to make that commitment should not be asked nor agree to participate.

Build worker acceptance: An important responsibility of the members is to help the workers accept the program. Because the workers may be skeptical of programs involving the government and/or the company that is laying them off, the Committee members can help them understand that the services and programs are designed to assist them in finding new jobs. The Committee must be prepared to deal with various degrees of anxiety, anger, depression, and resentment. Openness, straightforwardness, and honesty will help dispel these feelings. The members should not be afraid to say, "I don't know, but let me find out for you."

Be an advocate: Despite all the efforts of the program to provide equal access to service and activities, some workers may feel that they have not been treated fairly. The Committee members act as advocates for those workers and ensure that everyone has the same opportunities.

Identify and deal with rumors: When rumors develop, it is the responsibility of all the members to either confirm the rumor or prevent it from getting out of control. This situation may occur several times and, unless the rumor ultimately involves confidential information, the facts should be made known to everyone.

Maintain contact with the workers: It is important for the members to stay in touch with their co-workers after they leave the plant. Thus, former co-workers can be kept informed about jobs and training opportunities. Follow-up contact also provides time to address special problems people may be encountering in their new job situations. During the life of the program, the program's newsletter should be distributed to all the workers, even those who become re-employed.

In addition to these duties, the Committee can be responsible for the additional administrative activities. The level of involvement in these activities will be determined during the program development process and will be dependent upon community resources and the administrative capability of the lead organization.

As an administrative body, the Committee ensures that:

- Appropriate procedures are followed in the selection of service providers
- Contracts are properly developed and administered
- All subcommittees are provided with specific objectives and time frames within which to complete their task
- Appropriate program, contractual, and financial documentation is available
- All interim status reports are produced and properly distributed
- The lead organization is kept up to date on the Committee's decisions and actions, especially in areas that involve the need for and use of funds, and
- A comprehensive final report outlining all of the activities, outcomes, and observations is prepared when the program is completed.

PLANNING AND DESIGNING THE PROGRAM

An orientation about the available resources and services is a critical step in designing the program. A thorough survey of resources should be conducted as soon as possible.

The program's purpose is to assist the laid-off workers become re-employed. During the life of the program, the Committee will be confronted with numerous problems, conflicting priorities, and the need to respond quickly to everyone's demands. A process is needed to address the situation in a responsive and organized manner that allows an opportunity to explore the options and make timely and effective decisions.

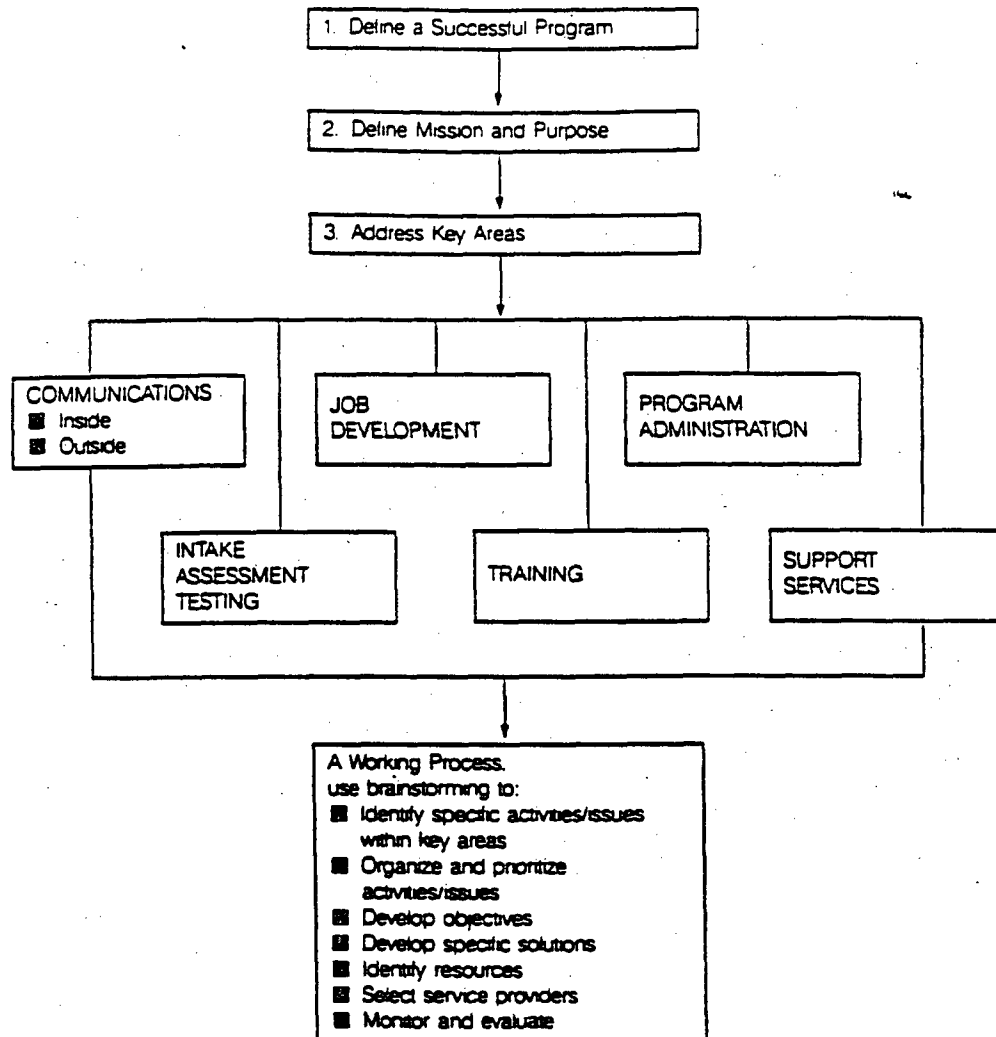
Define a successful program: Describe what outcomes and results would demonstrate success. That is your vision.

Define mission and purpose: What is the role of the members and chair in achieving this vision?

Address key areas: By brainstorming all of the real and perceived problems, the Committee will begin to set its agenda. Six key areas have been identified as applicable to most sites, although the discussion should not be limited to only these areas.

1. **Communications:** A comprehensive communication plan must be developed. It is critical to keep everyone informed about what the Committee is doing and plans to do.
2. **Intake, assessment, testing, counseling:** These are essential services that must be included in the program design. It is important to determine who will provide these services and at what costs.
3. **Job development activities:** A comprehensive job development plan is needed to identify job openings, arrange for resume workshops, and coordinate job search workshops to help employees brush up on their job hunting and interviewing techniques. On-site interviews and job fairs are important components of a comprehensive job development plan. Job clubs should also be formed to help the workers with their ongoing job search efforts.
4. **Training:** Training services are likely to be available from a variety of sources. The role of the Committee is to make available appropriate training services, publicize these services, and encourage the employees to take advantage of these training opportunities.
5. **Program administration:** Because the administration of the re-employment program requires a significant effort, the Committee must determine the extent of their involvement. Minimally, they should ensure that a professional administrative plan is developed and that everyone understands their role. Federal and state agencies require accurate accounts of program funds and reports on program outcomes.
6. **Human services and support services:** Laid-off employees often experience a great deal of stress and anxiety about their future. The result may be an increase in alcohol/drug abuse and other family crises. Because these situations may require professional assistance, the program should include a plan to respond to the need for psycho-social services.

Planning and Designing the Program



KEY ACTIVITIES FOR THE COMMITTEE

The following list outlines several key activities for the Committee's involvement:

Identify the lead organization: The lead organization will have the responsibility to coordinate the transition process and act as a liaison between the government agencies and the funding sources.

Collect information on employee needs: A questionnaire should be developed to identify the needs of the individual employees. The responses are used to formulate and design the re-employment program and determine the number of workers who will participate. The questionnaire should ask about the employees' current skills, retirement plans, and what types of jobs/skills they are interested in obtaining through training.

Develop a communication plan: Because communication with the affected workers is crucial to their re-employment efforts, the Committee should develop a newsletter to serve as the foundation of a communication plan. It will contain information on training, meetings, workshops, questions and concerns of the workers, and general information regarding the efforts of the Committee. The newsletter should be distributed on a regular schedule and distribution should continue to all of the workers regardless of when they have become re-employed. A central location should also be identified for distribution of announcements and additional information. The plan must include strategies for both internal and external communication.

Identify financial resources: As noted earlier, the primary source of funds is the JTPA Title III program. Whereas states receive these funds on a year-to-year basis from the federal government, if those funds have already been spent or obligated elsewhere, it will be necessary to apply for supplemental funding. This process usually takes 45 to 60 days. The available funding will affect the range of services offered. It is therefore critical to begin this process, with the assistance of the lead organization immediately after the formation of the Committee.

Identify transferable skills: People who have been employed most of their adult lives may have a wide variety of skills that will be directly transferable to other occupations. Company personnel working in cooperation with employment and training professionals help the Committee identify the core set of transferable skills of the work force. Program staff work individually with the employees to help them recognize their personal transferable skills and the applicable occupations.

Establish a database: It is extremely important to establish an accurate database if it is not available from the lead organization. This database will be used throughout the program to keep track of the status of the workers as they move into, through and out of the re-employment activities. It is also used to keep track of those who are not accessing services, which will help the Committee determine if there is resistance to participating or perhaps some type of service is needed which is not being offered. If the database is not set up in the early stages of the program, reconstructing events at a future date may be difficult, if not impossible.

Identify community leaders: Establish a good working relationship with local government and community leaders to provide information on resources available within the community. They can also help design the re-employment program and eliminate duplication.

Identify activities and service providers: A full analysis of the worker needs and the funds and services available must be completed prior to identifying the activities and designing the program.

Plan the job development strategy: A comprehensive job development strategy includes the following: job fairs, on-site interviews, local employment agency services, job clubs, and exploration of the hidden job market.

The Committee should make a concerted effort to explore the hidden job market. A list of potential employers and contacts should be developed with reference to the company's associates, local business directories, and Chamber of Commerce listings. When the list of potential employers is completed, a letter is sent to a select group who will most likely use the skills of the affected workers. The letter should be directed to the general manager or plant manager of the companies being solicited. The letter advises the potential employer of the impending layoff and gives a general profile of the work force. This is a useful approach, since most of the available jobs are never advertised but instead are filled by personal referral or by people making direct application. It is then the responsibility of the worker to apply and interview for the available positions. This process should be repeated when the initial leads are exhausted.

Where skill levels are low, a concentrated effort to encourage the workers to participate in training and skill upgrading programs should be made. Local and state agencies, educational institutions and related groups can also be very useful in assisting workers to pursue new jobs and careers.

In smaller communities with a limited industrial base, it may be important to explore job creation programs that might accelerate expansion of an existing business or help to establish a new business. In this event, the involvement of community leaders should be sought as soon as it is apparent that this is a strategy the Committee may wish to pursue. In implementing a strategy of this nature, the Committee should take considerable caution in order not to raise the worker's expectations to a level that cannot be met.

Establish a transition center: If possible, a transition center for the workers should be set up on company grounds. The center should include employment advertisements from newspapers, reading material from local schools and employment information available through the lead organization as well as job leads developed by the Committee. The center should be equipped with all the materials necessary to assist the workers in conducting their job searches. Sophisticated centers may include video equipment which the workers can use to practice job interviews. It is important to have staff available (normally through the state agencies) who can answer the technical questions on unemployment insurance benefits and government programs. Committee members should spend time at the center. Workers seeing familiar faces decreases some of the anxiety associated with job change and enhances the feeling that "the Committee is working for me."

The Committee should remain active until the majority of workers have been re-employed. This period can be from three to twelve months after the layoff. A final report should be developed to document the Committee activities, the program, and the outcomes.

Information excerpts from: *Workforce Reduction Committees* and U.S. Department of Labor - Region I, State of Vermont, and National Alliance of Business. 1988.

REEC_o
EMPLOYEE SURVEY

NAME _____ SEX _____ AGE _____

HOME ADDRESS _____
Street City State Zip

SOC. SEC. # _____ HOME PHONE _____ DEPT _____

JOB TITLE/DUTIES _____

HOURS WORKED PER WEEK _____ VETERAN (yes/no) _____

RACE: Caucasian _____ Oriental _____ Hispanic _____ American Indian _____ Black _____

CONTACT PERSON: _____
Name Phone Number

EDUCATION:

_____ Less than high school?
_____ High school graduate or GED?
_____ Technical or trade school?
_____ Some college?
_____ College graduate?

PLANS AFTER CLOSURE:

_____ Vacation? How Long? _____
_____ Retirement?
_____ Moving?
_____ Employment in same occupation?
_____ Employment in another field?
_____ Please explain:

Date you will be available for work? _____

Current wage: \$ _____ Minimum wage you will accept: \$ _____

COMMENTS:

Would you like the committee's help in finding a job? _____
If you could be hired and trained by a local employer, what kind of
occupation would interest you? _____

Other comments: _____

Many services will be available to you during this period of transition. Please complete the following information so the REECO Employee Transition Committee may be of better service to you, our fellow employees. (Check all that apply.)

- _____ LOCAL LABOR MARKET INFORMATION
- _____ DEVELOPING A PROFESSIONAL RESUME
- _____ HOW TO DEVELOP MY OWN JOB LEADS
- _____ HOW TO INTERVIEW CONFIDENTLY
- _____ UNEMPLOYMENT INSURANCE
- _____ VOCATIONAL SKILLS TESTING
- _____ FINANCIAL COUNSELING
- _____ FAMILY COUNSELING
- _____ COMMUNITY SERVICES (FOOD STAMPS, ETC.)
- _____ CHILD CARE
- _____ JOB FAIR
- _____ RETIREMENT BENEFITS/PLANNING
- _____ HEALTH CARE/COBRA OPTIONS
- _____ CIVIL SERVICE JOB OPPORTUNITIES
- _____ VETERAN'S BENEFITS

I am interested in upgrading my skills in another field and would like information on the following:

- _____ G.E.D. OR HIGH SCHOOL DIPLOMA PROGRAMS
- _____ VOCATIONAL OR TRADE SCHOOL OPPORTUNITIES
- _____ FINANCIAL AID FOR EDUCATION
- _____ WHAT KIND OF TRAINING CAN THE "DISLOCATED WORKER PROGRAM" APPROVE?
- _____ THE FIELD I AM MOST INTERESTED IN SUCH AS:
Bookkeeping, Mechanics, Computers, etc.

The information in this survey will be kept strictly confidential. Please return this survey to Personnel no later than _____.

CHRM/HRD (R)
CHRM/HRD (RF)
MGR (RF)

CHRM/
HRD:
AGONIA
DATE

JUN 11 1993

P. H. Zavattaro, General Manager, EG&G/EM, Las Vegas, NV
D. L. Fraser, General Manager, REECO, Las Vegas, NV
B. W. Colston, General Manager, RSN, Las Vegas, NV

HRD
TRUAX
DATE

NEVADA TEST SITE (NTS) AND RELATED WORK FORCE REDUCTIONS

As a result of announced Department of Energy (DOE) contractor work force reductions and consultations between the DOE and the Governor's Job Training Office, agreement has been reached to use the services of the Governor's Dislocated Worker Assistance Program to assist workers dislocated by the layoffs. To this end, it has been agreed that two (2) employee transition committees will be formed to help DOE and contractors carry out the work force restructuring requirements of Section 3161. A draft copy of the agreement that will soon be executed by the parties is enclosed for your information.

D/AAMA
AGONIA
DATE

The state of Nevada has recommended that the DOE and contractors form a NTS committee of some 15-20 members and a Las Vegas committee of some 10-12 members. Committee members should be representative of the projected work force to be displaced and be provided release time to carry out the activities of the committees over the next several months.

A/AAMA
POWERS
DATE

State officials have requested that the committee members be invited to an initial training session of approximately three hours on June 17 at the NTS, and June 18 in Las Vegas. These training sessions will be facilitated by state and associated state agency personnel. Staff from the DOE Nevada Operations Office, Human Resources Division, will work with your staff to arrange for the formation and training of these committees.

D/MGR
NELSON
DATE

Your support for this activity, which is critical to the successful implementation of the work force restructuring requirements of Section 3161 and Departmental guidelines, is appreciated.

MGR
AQUILINA
DATE

Original Signed By

Nick C. Aquilina
Manager

HRD/CHRM:BA

CHRM/HRD
SECRETARY
5-1004

Enclosure:
As stated

ba\3161.con
06/07/93

DOE F 1325.10
(5-88)

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*U.S. GPO: 1989-230-881

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U.S. DEPARTMENT OF ENERGY
TELECOMMUNICATION MESSAGE

PAGE 1 of 2 PAGE(s)

| | | | | | |
|--|--|---------|----------|-----------------------------------|--|
| Precedence Designation Action Addressee(s): | | ROUTINE | PRIORITY | —EMERGENCY USE ONLY— IMMEDIATE | OFFICIAL BUSINESS |
| Info Addressee(s): | | ROUTINE | PRIORITY | IMMEDIATE | Signature: <u>Dora Williams</u> Date: <u>6-9-93</u> |
| From: Mitzi Anderson HUMAN RESOURCES DIVISION CONTRACTOR HUMAN RESOURCE MANAGEMENT BRANCH DOE NEVADA FIELD OFFICE LAS VEGAS, NV | | | | | FOR COMMUNICATION CENTER USE MESSAGE IDENTIFICATION |
| TO: | | | | | |
| A. G. Gerry, Manager, Human Resources, EG&G/EM, Las Vegas, NV (Fax No: 5-0351) E. L. Lewis, Manager, Human Resources, REEC Co, Las Vegas, NV (Fax No: 5-2071) Dennis Hallingstad, Human Resources, RSN, Las Vegas, NV (Fax No. 4-1485) | | | | | |
| EMPLOYEE TRANSITION COMMITTEES (ETCs) | | | | | |
| The State of Nevada will conduct the initial meetings of the ETCs next week, as follows: | | | | | |
| Thursday, June 17 - NTS, Mercury Movie Theater 1 p.m. - 4 p.m. | | | | | |
| Friday, June 18 - North Las Vegas, EG&G/EM, Building C-1 Conference Room B 2nd Floor 8:30 a.m. - 11:30 p.m. | | | | | |
| Attached is the break-out of representatives suggested by the State for each of your facilities. | | | | | |
| The ETCs will hear presentations on the dislocated worker program by the Job Training Partnership Administration, Nevada Business Services, and the State Rapid Response Team. | | | | | |
| Please advise this office as soon as your ETC representatives have been selected and notified of the meetings. | | | | | |
| Originated By: Mitzi Anderson Telephone: (702) 295-1006 M/S: 505/CHRM/HRD | | | | | Fax: (702) 295-2367 Verify: (702) 295-3471 |

I N T E R O F F I C E M E M O R A N D U M

Date: 23-Jun-1993 10:52am PDT
From: Mitzi Anderson
ANDERSON_M
Dept: HRD
Tel No: 295-1006

TO: Bob Agonia

(AGONIA_BJ)

Subject: ETC NEUTRAL CHAIRS

NEUTRAL CHAIRS WERE ELECTED BY THE ETCs AS FOLLOWS:

NTS (MERCURY) - MURRAY WESTGATE, INFORMATION SPECIALIST, NEVADA POWER CO.
ALTERNATE - CAROL HERRINGTON, HR MGR, CASHMAN EQUIPMENT CO.

NLV - DAVID HOGGARD, ASST. TO THE VP FOR ACADEMIC AFFAIRS, CCSN
ALTERNATE - CAROL HERRINGTON

Appendix C

Employee Transition Committee

EMPLOYEE TRANSITION COMMITTEE MEMBERS

| NAME | POSITION | BARGAINING UNIT | PHONE NO. | FAX NO. |
|--------------------------|---------------------------------|------------------------------------|-----------|----------|
| EG&G/EM | | | | |
| *Gerald Bies | Senior Technician | | 295-3712 | 295-4120 |
| Janice Langley | Technician III | | 295-8677 | 794-1048 |
| *Albert Moeller | Tech. Supervisor | | 295-2520 | 295-0671 |
| Jackie Smith | Prf. Assurance Admin. II | | 295-2507 | 295-0562 |
| Pat Ullom (Alternate) | Admin. Staff Assistant | | 295-5321 | 295-1895 |
| REEC | | | | |
| *Gail Bridgewater | Admin. Division | | 295-6511 | 295-6569 |
| Diane Case | Admin. Division Chief Clerk | | 295-2077 | 295-2088 |
| *Duane Hall | Labor Relations | | 295-6989 | 295-3641 |
| *James Harvey | Ironworkers G.F. | Ironworkers | 295-3821 | 295-4678 |
| *Lawrence Haywood | Laborer III | Laborers | 295-3754 | 295-4678 |
| *Bobbie Pace | Saw Operator | Carpenters | 295-3758 | 295-3616 |
| *Paula Schillingo | Head Service Attendant | Culinary | 295-6425 | 295-1768 |
| RSN | | | | |
| Patricia Bolling | Employee Assistant Specialist | | 794-1497 | 794-1485 |
| *Dwight Burch | Field Inspector | Operating Eng. | 295-6672 | 295-2500 |
| Peppy Caccavale | Principal Employment Specialist | | 794-1474 | 794-1305 |
| *Kenneth McGuire | Quality Assurance | | 295-6663 | 295-7052 |
| Wackenhut | | | | |
| Mike Cleghorn | Security Police Officer | Independent Guard Assoc. of Nevada | 295-6247 | 295-0010 |
| Virginia Hartwig | HR Specialist | | 295-0811 | 295-1838 |

*Nevada Test Site Employee

Nevada Test Site/Las Vegas Employee Transition Committee

July 26, 1993

All-Contractor Employee Bulletin

Employee Transition Committees Formed

Because the recent continuation of the moratorium on nuclear testing could result in work force reductions for Department of Energy contractor employees, two Employee Transition Committees have been formed to assist employees in job searches and retraining efforts.

The committees are made up of representatives from DOE, EG&G Energy Measurements, Inc.; Reynolds Electrical & Engineering Co., Inc.; Raytheon Services Nevada; and associated labor unions. One Employee Transition Committee is made up of Nevada Test Site workers, while the second is composed of employees who work in Las Vegas and North Las Vegas.

Serving as resources to both committees are representatives from the governor's Job Training, Dislocated Worker, and Rapid Response Central Offices; the Nevada Employment Security Division; Nevada Business Services; and the Nevada AFL/CIO.

Members of the two committees will serve as advocates and support outplacement assistance for contractor and union workers who may be laid off because of the moratorium.

The committees will also survey employees to determine what retraining and employment services would benefit them most. All employees will receive surveys at their company mail stops. It is very important that completed surveys are returned to the committees so they have guidance on what employees really want.

In addition, committee members will answer employees' questions about rumors and will maintain contact with laid-off employees to keep them informed of jobs and training opportunities.

Employees who would like more information about the Employee Transition Committees and their purpose are invited to attend any of three general information sessions. At these sessions, representatives of Nevada Employment Security Department, Nevada Business Services, Consumer Credit Counseling, and the Nevada AFL/CIO will provide information on services for dislocated workers. Attendees will also learn about retraining opportunities available through the Nevada Test Site Special Grant Funding and about the Nevada Employment Security Department and its services.

Session one will be held on August 3 at 8 p.m. in Room B169 of the Community College of Southern Nevada, 6375 West Charleston. The second and third sessions will be held on August 20 at 10 a.m. and again at 2 p.m. at the Teamsters Meeting Hall at 300 Shadow Lane. These sessions are to be attended on your own time and are open to all interested employees.

If you have questions about the Employee Transition Committees and their activities, you can contact any of the members listed on the back of this page. These committee members will be recognizable by badges identifying them as Employee Transition Committee members.

EMPLOYEE TRANSITION COMMITTEE Final Report Format

Title Page

Company Name
Union (if applicable)
Chairperson
Date

Table of Contents

List of Members

Committee Members and Alternates
State Advisors
Service providers
Community Organization Representation
Other Representation

Executive Summary

Summary of activities and outcomes, including goals and objectives, number reemployed, and associated costs (if available).

Background

Brief history of company and background of problems leading to formation of committee.

Description of Services Provided

Provider
Time Frame
Description of services
Outcome and impact on workers

This outline would be repeated for each service—job club, stress, financial and career counseling, workshops, job development and placement, etc.

Program Statistics

Number of participants
Number returning to the work force
Number in training
Summary of individual employee outcomes

Cost Benefit Analysis

Conclusion

Brief evaluation of the committee's effectiveness. Include description of special problems faced by the committee and measures taken to address these problems.

Appendix D

List of Stakeholders

STAKEHOLDERS

| Organization | Address | Contact/Title | Phone | Fax |
|---|---|--|-------------------|--------------|
| American Friends Service Committee | 1535 Height Street, 3rd Floor Denver, CO 80218 | Thomas M. Rauch | | |
| Center to Protect Worker's Rights (CPWR) | 11713 Rosalinda Drive Potomac, MD 20854 | Donald Elisburg | | |
| Citizen Alert | 4833 Paradise Road, Suite B Las Vegas, NV 89109 | Chris Brown | 798-5662 | |
| Community College, Southern Nevada (CCSN) | 3200 East Cheyenne Avenue North Las Vegas, NV 89030 | Janice Reid, Associate Dean | 643-6060 ext. 280 | 643-6427 |
| | Environmental Program Hazardous Material Courses Henderson Campus | Ed Eishner | 504-7484 | 504-3387 |
| | Career Planning Job Placement Cheyenne Campus | Rosemary Hall | 643-6060 ext. 455 | 643-6427 |
| Community Organization NAACP | 1048 West Owens Las Vegas, NV 89106 | Jessie Scott, President | 648-1662 | 648-6223 |
| Consumer Credit Counseling Services of Las Vegas | 3650 South Decatur Las Vegas, NV 89102 | Michele Johnson, Executive Director | 364-0344 | 364-0773 |
| Employment Security Division | 135 South 8th Street Las Vegas, NV 89101 | Charles Smith, Director | 486-3406 | 486-3470 |
| | | Vincent Zarrelli, Southern Nevada Coordinator Displaced Workers | 486-5300 | 486-3470 |
| Equal Rights Commission | 1515 East Tropicana Las Vegas, NV 89119 | Fernando Romero, Director | 486-7181 | 486-7054 |
| Governor's Office | 2501 East Sahara Las Vegas, NV 89104 | Bob Walsh, Executive Assistant to the Governor | 486-4500 | 486-4059 |
| Help of Southern Nevada | 953 East Sahara Avenue, Suite 23B Las Vegas, NV 89104 | Sharon Beatty, Executive Director | 369-4357 | 369-0247 |
| Laborers-Employers Cooperation & Education Trust | Headquarters 905 16th Street, NW, Suite 304 Washington, DC 20006 | Henry Rodriguez, M.P.H. Field Coordinator | 202-783-3545 | 202-347-1721 |

STAKEHOLDERS

| Organization | Address | Contact/Title | Phone | Fax |
|---|---|---|--------------|----------|
| | Regional Office 3183 West Del Monte Drive Anaheim, CA 92804 | | 714-827-3427 | |
| Las Vegas Indian Center | 2300 West Bonanza Road Las Vegas, NV 89106 | Richard Arnold, Executive Director | 647-5842 | 647-2647 |
| Nevada Association of Latin Americans | 323 North Maryland Parkway Las Vegas, NV 89101 | Avi Almeida, President | 382-6252 | |
| Nevada Business Services (JTPA) | P.O. Box 4428 Las Vegas, NV 89127 | David Hicks, President | | |
| | | Kelly D. Wuest Employment & Training Counselor | 384-3808 | 384-8029 |
| | | Andy Anderson, Planning Coordinator | 647-0396 | 482-3115 |
| State Commission on Economic Development | 555 E. Washington, Suite 5400 Las Vegas, NV 89101 | Tim Carlson | 486-2700 | |
| State of Nevada Department of Business and Industry | 2500 West Washington, Suite 100 Las Vegas, NV 89106 | Carol A. Jackson, Director Division of Industrial Relations | | |
| State of Nevada Job Training Office | 400 West King Street, Suite 108 Carson City, NV 89710 | Barbara B. Weinberg, Administrator | 687-4310 | 687-3957 |
| | 400 West King Street Carson City, NV 89710 | Harriett Schaller, State Coordinator Dislocated Worker Program | 687-4310 | |
| Southern Nevada Private Industry Council | 3305 West Spring Mountain Road, #60 Las Vegas, NV 89103 | Tom Weir, Chairperson | 873-5700 | |
| United Way Services, Inc. | 1660 East Flamingo Road Las Vegas, NV 89119 | Gerth Winckler, President | 734-2273 | 734-8504 |
| University of Nevada, Las Vegas | 4505 South Maryland Parkway Las Vegas, NV 89154-4030 | James Deacon, Ph.D. Director, Environmental Studies Program | 895-3285 | 895-4436 |
| | | Dave McNelis, Ph.D. Assistant Vice-President Research | 895-4240 | 895-4242 |
| | | Steve Katick Environmental Science Program | | |

STAKEHOLDERS

| Organization | Address | Contact/Title | Phone | Fax |
|--|--|-------------------------------|--------------|--------------|
| | Career Placement Office Bearn Hall, Room 547 | Eileen McGarry | 895-3928 | 597-4661 |
| | Center for Business & Economic Research 4606 Maryland Parkway Las Vegas, NV 89154-6002 | Keith Schwer | 895-3191 | 895-3606 |
| | | Rennae Daneshvary | 895-3632 | 895-3606 |
| The State of Nevada Washington, D.C. Office | Hall of the States 444 North Capitol Street, Suite 209 Washington, DC 20001 | R. Leo Penne, Director | 202-624-5405 | 202-624-8181 |
| CHAMBERS OF COMMERCE | | | | |
| Boulder City | 1497 Nevada Highway Boulder City, NV 89005 | Alice Isenberg, President | 293-2034 | 293-0574 |
| Henderson | 100 East Lake Mead Drive Henderson, NV 89015 | Paul Gargis, President | 564-8969 | 564-7615 |
| Las Vegas | 711 East Desert Inn Road Las Vegas, NV 89109 | Mark Smith, President | 735-2450 | 735-2011 |
| Latin | P.O. Box 7534 Las Vegas, NV 89125-2534 | John Mendoza, President | 361-0740 | 361-8034 |
| | 829 South 6th Street Las Vegas, NV 89101 | Otto Merida, Director | 385-7367 | 385-2614 |
| North Las Vegas | JB Chemical 3880 East Craig Road North Las Vegas, NV 89010 | Paula Brown, President | 644-7787 | 644-8824 |
| Tonopah | P.O. Box 869 Tonopah, NV 89049 | Ken Bourns, President | 482-6245 | 482-3932 |
| CONGRESSIONAL OFFICES | | | | |
| Senator Harry Reid | 500 East Charleston Boulevard Las Vegas, NV 89104 | Eric Jordan, Regional Manager | 474-0041 | 474-0137 |
| Senator Richard Bryan | 300 Las Vegas Boulevard South Las Vegas, NV 89101 | Sara Besser, Office Manager | 388-6605 | 388-6501 |

STAKEHOLDERS

| Organization | Address | Contact/Title | Phone | Fax |
|--|---|---|----------------------|----------|
| Congressman James Bilbray | 1735 East Sahara Avenue Las Vegas, NV 89104 | Rene Diamond, District Director | 792-2424 | 792-2430 |
| Congresswoman Barbara Vucanovich | 6900 Westcliff Las Vegas, NV 89128 | Joan Dimmitt, Regional Representative | 225-6470 | 225-0714 |
| U.S. DEPARTMENT OF ENERGY CONTRACTORS | | | | |
| EG&G Energy Measurements, Inc. | P.O. Box 1912 Las Vegas, NV 89125 | Peter H. Zavattaro, General Manager | | |
| Reynolds Electrical & Engineering Co., Inc. | P.O. Box 98521 Las Vegas, NV 89193-8521 | Dale L. Fraser, General Manager | | |
| Raytheon Services Nevada | P.O. Box 95487 Las Vegas, NV 89193-5487 | Bill W. Colston, General Manager | | |
| Wackenhut Services, Inc. | 2950 South Highland Drive, Suite E Las Vegas, NV 89109 | R. C. Sanders, Jr., General Manager | | |
| The Wackenhut Corporation | 1500 San Remo Avenue Coral Gables, FL 33146 | Timothy P. Cole, President | | |
| CITIES/COUNTIES | | | | |
| Boulder City | 401 California Avenue Boulder City, NV 89006-1350 | Eric L. Lundgaard, Mayor George D. Forbes, CEO, City Manager | 293-9202 293-9208 | 293-9246 |
| Clark County | 225 Bridger Avenue, 6th Floor Las Vegas, NV 89155 | Donald L. Shalmy (Pat), CEO County Manager | 455-3530 | 455-3558 |
| | 225 Bridger Avenue, 5th Floor Las Vegas, NV 89155 | Jack Bingham, Chairman County Commissioner | 455-3500 | 383-6041 |
| Henderson | 240 Water Street Henderson, NV 89015 | Lorna Kesterson, Mayor | 565-2085 | 565-6635 |
| | | Philip Speight, CEO, City Manager | 565-2080 | 565-6635 |
| Las Vegas | 400 East Stewart Avenue, 10th Floor Las Vegas, NV 89101-2986 | Jan Lavery Jones, Mayor | 229-6241 | 385-7960 |
| | | William Noonan, CEO, City Manager | 229-6501 | 388-1807 |

STAKEHOLDERS

| Organization | Address | Contact/Title | Phone | Fax |
|--|---|--|--------------|----------|
| North Las Vegas | 2200 Civic Center Drive North Las Vegas, NV 89030 | James Seastrand, Mayor | 649-0275 | 649-2982 |
| | | Michael Dyal, CEO, City Manager | 649-0276 | 649-2982 |
| Nye County/Tonopah | P.O. Box 153 Tonopah, NV 89048 | William Offutt, CEO, County Administrator | 482-8191 | 482-8198 |
| Lincoln County | P.O. Box 90 Pioche, NV 89043 | Floyd Lamb, CEO, Chairman, Board of County Commissioners | 962-5390 | 962-5180 |
| INTERNATIONAL UNIONS | | | | |
| ASBESTOS WORKERS (Construction) | | | | |
| International Association of Heat and Frost Insulators and Asbestos Workers | Local Union No. 135 4211 Tarkin Avenue Las Vegas, NV 89120 | John H. Mizzoni, Business Manager Curtis Oelrich, Financial Secretary | 436-0490 | 434-3544 |
| CARPENTERS (Construction & M&O) | | | | |
| United Brotherhood of Carpenters and Joiners of America | Local Union No. 1780 501 North Lamb Boulevard Las Vegas, NV 89110 | Fred R. Wright, International Rep. Tommy R. Dunford, International Rep. | 453-2206 | 453-3582 |
| Millwrights and Machinery Erectors | Local Union No. 1827 501 North Lamb Boulevard Las Vegas, NV 89110 | Al Benedetti, Business Representative | 452-8998 | |
| CEMENT MASONS (Construction & M&O) | | | | |
| Operative Plasterers' and Cement Masons' International Association | Local Union No. 797 4200 East Bonanza Road Las Vegas, NV 89110 | William D. Morris, Business Manager | 452-9199 | |
| CHEMICAL WORKERS | | | | |
| International Chemical Workers Union | 1655 West Market Street Akron, OH 44313 | Frank D. Martino | | |
| Oil, Chemical and Atomic Workers International Union, AFL-CIO | 2090 Northampton Street Holyoke, MA 01040 | Richard D. Miller | 303-967-2229 | |

STAKEHOLDERS

| Organization | Address | Contact/Title | Phone | Fax |
|---|---|---|--------------|----------|
| CULINARY WORKERS | | | | |
| Culinary Workers Union | Local Union No. 228 1630 South Commerce Las Vegas, NV 89102-2705 | James R. Arnold Secretary-Treasurer | 385-2131 | 384-0845 |
| | | Francis A. White, Business Agent | 386-5266 | |
| | | Michael A. Granier, Department Head Barbara A. Maher, Supervisor | 386-5196 | |
| ELECTRICIANS (Construction & M&O) | | | | |
| International Brotherhood of Electrical Workers | Local Union No. 357 4321 East Bonanza Road Las Vegas, NV 89110 | K. George Bosnos, Business Manager Bob W. Barker, Jr., Asst Business Mgr | 452-9357 | 452-7191 |
| ELEVATOR MECHANICS | | | | |
| International Union of Elevator Constructors | Local Union No. 18 100 South Mentor Avenue Pasadena, CA 91106 | Pat Spencer, Business Manager | 818-449-1869 | |
| | Local Union No. 18 1401 South Arville, Suite F Las Vegas, NV 89102 | Fred Vesco, Business Representative | 870-4832 | |
| FIRE FIGHTERS | | | | |
| International Association of Fire Fighters | 1750 New York Avenue, NW Washington, DC 20006 | Les Murphy | | |
| IRON WORKERS (Construction & M&O) | | | | |
| International Association of Bridge, Structural and Ornamental Iron Workers | Local Union No. 433 4000 Boulder Highway, No. 8 Las Vegas, NV 89121 | B. Max Price, Business Agent | 456-1161 | 383-0910 |
| | Local Union No. 416 (Reinforcing) c/o Southern Nevada Bldg Trades 4200 East Bonanza Road Las Vegas, NV 89110 | Frank Caine, Business Representative | 452-8799 | 452-9537 |

STAKEHOLDERS

| Organization | Address | Contact/Title | Phone | Fax |
|--|--|--|--------------|--------------|
| | Local Union No. 155 5407 East Olive Fresno, CA 93727 | Joseph Roth, Business Representative | 209-251-7388 | |
| | Local Union No. 433 2057 South Atlantic Boulevard Los Angeles, CA 90022 | Dan Prentice, Business Manager | 213-263-4183 | |
| LABORERS (Construction, M&O, Tunnel) | | | | |
| Laborers' International Union of North America | Local Union No. 872 4200 East Bonanza Road Las Vegas, NV 89110 | Kenneth D. Smith, Business Manager Glenn O'Cull, Business Agent Robert Trankle, Business Agent Freddie L. Minor, Business Agent | 452-4440 | 452-4262 |
| Laborers' Union | Route 1, Box 521 Arco, ID 82313 | Duane Allen, International Representative | 208-527-3427 | 208-527-3462 |
| OPERATING ENGINEERS (Construction, M&O, Drilling) | | | | |
| International Union of Operating Engineers | Local Union No. 12 360 Shadow Lane Las Vegas, NV 89106 | Mickey J. Adams, District Representative John Haslam, Business Representative Jerry Claborn, Business Representative | 598-1212 | 598-1756 |
| | Local Union No. 12 150 East Corson Street Pasadena, CA 91103 | William C. Waggoner, Business Manager | 818-792-8900 | 818-792-9039 |
| PAINTERS (Construction & M&O) | | | | |
| International Brotherhood of Painters and Allied Trades | Local Union No. 159 501 North Lamb Boulevard Las Vegas, NV 89110 | Gerald Kmetz, Business Representative, Financial Secretary Bill Stensell, President | 452-2140 | 452-3062 |
| PARAMEDICS | | | | |
| International Association of EMTs and Paramedics | Coral R14-98 3172 North Rainbow Boulevard Suite 228 Las Vegas, NV 89108 | Thomas Blanchard, Acting President Rolth Perez, Acting Vice President Phil Gorka, Acting Chief Steward | 658-9621 | 658-6736 |

STAKEHOLDERS

| Organization | Address | Contact/Title | Phone | Fax |
|---|--|---|--------------|--------------|
| PLUMBERS/PIPEFITTERS (Construction & M&O) | | | | |
| United Association of Journeymen and Apprentices of the Plumbing and Pipefitting Industry of the United States and Canada | Local Union No. 525 735 North Lamb Boulevard Las Vegas, NV 89110 | Robert Nard, Business Manager Mike McGinty, Business Agent | 452-1520 | 452-0029 |
| ROAD SPRINKLER FITTERS (Construction) | | | | |
| Road Sprinkler Fitters | Local Union No. 669, U.A. RFD 1, Box 69-B Fairview, UT 84629 | Warren L. McCullough, Business Agent, District 25 | 801-254-4319 | 801-427-9539 |
| SHEET METAL WORKERS (Construction & M&O) | | | | |
| Sheet Metal Workers International Association | Local Union No. 88 4321 East Bonanza Road Las Vegas, NV 89110 | James M. Long, Business Manager Pat Hanley, Business Rep. | 452-4799 | 452-7284 |
| TEAMSTERS (Construction, M&O, Firefighters) | | | | |
| Teamsters, Chauffeurs, Warehousemen and Helpers | Local Union No. 631 P.O. Box 1870 Las Vegas, NV 89125-1870 | H. Melvin Dittmer, Vice President Robert McClone, Secretary-Treasurer Jim Herbert, Business Agent Herb Stewart, Business Agent | 385-1455 | 385-4805 |
| Independent Guard Association of Nevada | Local Union No. 1 P.O. Box 41 Mercury, NV 89023 | Michael J. Cleghorn, President | | |
| UNITED PLANT GUARD WORKERS OF AMERICA | | | | |
| International Union, United Plant Guard Workers of America | 25510 Kelly Road Roseville, MI 48066 | Eugene P. McConville, President | 313-772-7250 | 313-772-9844 |
| U.S. GOVERNMENT OFFICES | | | | |
| U.S. Department of Air Force | 4370 North Washington Blvd., Suite 117 Nellis AFB, NV 89191-7076 | Major General Thomas R. Griffith, Commander USAF Weapons & Tactics Center | 852-2201 | |
| U.S. Department of Defense | 400 Army-Navy Drive, Suite 200 Arlington, VA 22202-2884 | Paul Dempsey, Director Office of Economic Adjustment | | |

STAKEHOLDERS

| Organization | Address | Contact/Title | Phone | Fax |
|------------------------------|--|---|--------------|--------------|
| U.S. Department of Commerce | Herbert C. Hoover Building-7327 Washington, DC 20230 | David Witechl, Director Economic Adjustment Division | | |
| U.S. Department of Labor/ETA | 71 Stevenson Street, 8th Floor, Room 830 P.O. Box 193767 San Francisco, CA 94119-3767 | Don A. Balcer, Regional Administrator | 415-744-6650 | 415-744-6225 |
| U.S. Department of Labor | 200 Constitution Ave., NW Room N-4649 Washington, DC 20210 | James Van Erden, Administrator Office of Work-Based Learning | | |
| Westinghouse Hanford Company | 1100 Jadwin Avenue, MS-B3-07 Richland, WA 99352 | J. G. Caseady | | |
| Westinghouse Electric Corp. | W Gateway Building, Room 704 11 Stanwix Street Pittsburg, PA 15222 | Bruce Jones | | |
| ██████████ | ██████████ | ██████████ | | |
| ██████████ | ██████████ | ██████████ | | |
| Military Production Network | 236 Massachusetts Avenue, NE Suite 500 Washington, DC 20002 | Stephen Schwartz | | |

Appendix E

Outplacement Assistance Services

DELIVERY MODES AVAILABLE



- **Classes at**
 - **Company Site**
 - **CCSN Campuses**
- **Computer**
- **Labs**
- **Coaching / Tutoring**
- **Small Groups**
 - **3-6 individuals**
- **Television**
 - **Broadcast**
 - **Narrow Cast**
 - **Microwave**
 - **Compressed**
- **Satellite**
 - **Up / Down Link**
- **Audio Conferencing**
- **Videotape**



BASIC SKILLS DEVELOPMENT AREAS

(English & English-as-a-Second-Language)



- Reading
- Writing
- Speaking
- Listening
- Computing
- Problem Solving / Thinking Skills
- Life Skills
- Teamwork





Community College of Southern Nevada
Center for Business and Industry Training
1785 East Sahara Avenue, Suite 480
Las Vegas, Nevada 89104-3712 (702) 733-7191

CLIENT LIST

Contract Training

AFL-CIO Teamsters Local 995
American Bank of Commerce
Atlantic Financial Savings
Auto Magic Paint & Body
Black Chamber of Commerce
Canyon TV & Appliance
Catalina Plastics
Catholic Community Services
Center for Accounting Education
Central Telephone Company
City of Henderson
City of Las Vegas
City of North Las Vegas
Clark County School District
Colorado River Commission
Convention Industry Training
Committee
Donald Clark & Associates
EG&G Energy Measurements
Las Vegas Sun
Loral Aerospace Company
Frontier Girl Scout Council
Greyhound Exposition Services
Henderson Chamber of Commerce
Howard Hughes Properties
IBM Corporation
Indian Springs Hotel & Casino
Irwin Lehrhoff & Associates
Kafoury, Armstrong and Company
Kerr-McGee Chemical Company
L'eggs Products
M.P. Realty
National Executive Housekeepers
Association - N.E.H.A.
Las Vegas Chapter
NBS/Catalina Plastics
NBS/Las Vegas Sun
Nellis Airforce Base
Nevada Business Services

Contract Training Continued

Nevada National Guard
Nevada Power
Nevada State Bank
NLV Chamber of Commerce
Overton Power Company
Palute Council of Indian Tribes
PDQ Printing
Planned Parenthood of So NV
Potlatch Corporation
Preferred Equities Corporation
R.J. Reynolds Tobacco Company
Sands Hotel and Casino
Science Applications Intl. Corp.
Sierra Health Services, Inc.
U.S. Social Security Admin.
So. Nv. Human Resources Assoc.
Showboat Hotel and Casino
State of Nevada...
Children's Behavioral Svcs.
Contractors Board
Commission for Hospital Patients
Dept. of Commerce
Dept. of Personnel
Div. Occ. Safety & Health
Employment Security Dept.
Claimant Employment Prog (CEP)
Dislocated Workers
Enterprise Zone Training Project
State Industrial Insurance System
Welfare Division
Stauffer Chemical Company
Tropicana Hotel and Casino
UNLV Museum of Natural History
UNS Computing Services
U.S. Bureau of Reclamation
U.S. Department of Energy
U.S. Geological Survey
Valley Leasing
Wanderer & Wanderer

Organization-Wide Assessment

Central Credit, Inc
City of Henderson

Co-Sponsorships

Nevada Small Business
Development Centers
UNLV & UNR
Quality & Productivity Ins
U.S. Small Business Adm

Affiliations

American Society for Tra
Development
American Vocation Assoc
Data Processing Manag
Association - DPMA
Las Vegas Chamber of
Nevada Adult Educatio
PC Users Group

What We Can Provide for the Employee/Employer



■ ASSESSMENT

- Literacy skills (reading, writing, speaking)
- Functional skills (workplace, life skills / survival)
- Higher level literacy (computer literacy, problem solving, creativity)
- Learner needs (sensory and cognitive, processing screens)
- Occupational interests

■ REMEDICATION OF CRITICAL SKILL DEFICIENCIES (classroom and laboratory)

- Reading
 - Writing
 - Speaking (English / Spanish)
 - Computing
 - Thinking skills (problem solving)
 - Survival skills
 - Workplace literacy
-

Provide for Employee/Employer cont.



■ WORKFORCE TRANSITION SUPPORT

- Transferable skill identification
 - Alternative career exploration
 - Entrepreneurial skill development
 - Job search strategies
 - Resumé development
 - Interviewing skills
 - Group support / network
 - Coaching
-



Provide for Employee/Employer cont.



■ RE-TRAINING / UP-SKILLING

TECHNICAL

Air Conditioning / Heating
Airframe / Powerplant Mechanic
Automotive
Building / Construction
(architectural, inspector, management)
Criminal Justice
(correction, security, law enforcement)
Culinary Arts
Drafting, (CAD, architectural, civil)
electrical, mechanical)
Electronics
Environmental Restoration
Fire Science
Graphics (commercial art, photography, printing)
Mechanical Technology
Horticulture (floral design, landscape)
Welding

HEALTH / HUMAN SERVICES

Child Development
Dental Hygiene
Medical Laboratory
Medical Records
Mental Health
Nursing
Pharmacy Technician
Physical Therapy
Paramedic
Respiratory

BUSINESS

Accounting
Banking / Finance
Bookkeeping
Casino Management
Computing (MIS, software)
Hotel Management
International Business
Legal Assistant
Office Administration
Marketing
Restaurant Management
Real Estate

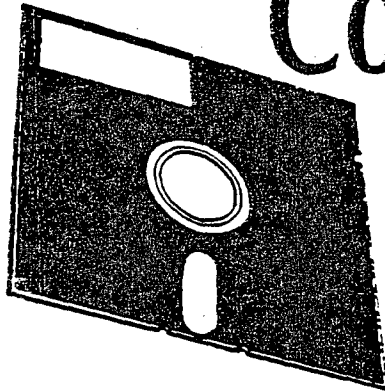
DIVISION OF COMMUNITY AND CONTINUING EDUCATION



PROGRAM COMPONENTS

- Basic Skills Development
- Computer Software Training
- Conference / Training Center
- Customized Employee Training
- Economic Development
- Electronic / Distance Delivery
- Occupational / Technical Training
- Personal Development
- Professional Continuing Education
- Rural Communities Services





Computer Training

Cost per Class: Only \$65

Computer training classes are now available from the Center for Business & Industry Training, a division of the Community College of Southern Nevada. Custom software and system training is also available and can be scheduled at the convenience of your agency. Skills Improvement Lab, for independent practice, WPM Certification, and employee skills assessment is available Monday through Thursday, from 1:30 - 6:15 pm, at a cost of \$5 per hour.

Training Authorization, TR-17, cash, check, or major credit card for class or lab time must be in our office at least one week prior to class.

Class Location—

Center for Business & Industry Training
1785 East Sahara Avenue—
Computer Training Room #470
Las Vegas, NV 89104-3712
Phone: (702) 733-7191

Skills Improvement Lab Location—

Center for Business & Industry Training
1800 East Sahara Avenue—Ste. 104
Las Vegas, NV 89104-3712
Phone: (702) 733-7191

For more information or to register,
Call Cindy Vess,
(702) 733-7191

Course Descriptions:

Upon completion of the courses listed below, participants should be able to:

Computer Literacy 5 hrs.
Understanding of computer terminology; difference between system software and application software; difference between database, spreadsheet, and word processor.

Disk Operating System (DOS) I 5 hrs.
Format and copy diskettes; understand directories and sub-directories; disk drives and basic DOS commands.

Disk Operating System (DOS) II 5 hrs.
Backup and restore; XCOPY, AUTOEXEC.BAT, CONFIG.SYS, trees; erase and recover files; sort directories and files; buffers.

Disk Operating System (DOS) III 5 hrs.
Use EDLIN; advanced batch files; version considerations; and finding text.

WordPerfect I 5 hrs.
Create, format, save, retrieve, edit and print a document; function keys and WP codes; spellcheck; thesaurus; reveal codes; exit the program correctly.

WordPerfect II 5 hrs.
Block text for moving, copying, inserting and deleting; create columns; set variable page lengths (i.e., legal size documents, envelopes, labels, and forms); fonts; and merging two documents.

WordPerfect III 5 hrs.
Custom create macros; work on two documents at the same time; import and export; line draw; outlines; and table functions.

WordPerfect Desktop Publishing 5 hrs.
Mix text and graphics; scalable vs. soft fonts, point sizes, styles and use; graphics/text layout, using the newsletter presentation.

(Continued on reverse side)

APRIL

1

Morning Classes: 8 am - 1 pm

- 1 Computer Literacy
- 6 dBase II
- 8 DOS I
- 13 Paradox I
- 15 DOS II
- 20 Paradox II
- 22 DOS III
- 27 Computer Literacy
- 29 dBase I

Afternoon Classes: 1:30 - 6:30

- 1 Lotus 123 I
- 6 WordPerfect II
- 8 Lotus 123 II
- 13 WordPerfect III
- 15 Lotus 123 - Macros
- 20 WP Desktop Publishing
- 22 Intro to Windows
- 27 Lotus 123 I
- 29 WordPerfect I

MAY

19

Morning Classes: 8 am - 1 pm

- 4 DOS I
- 6 dBase II
- 11 DOS II
- 13 Paradox I
- 18 DOS III
- 20 Paradox II
- 25 Lotus 123 I
- 27 WordPerfect I

Afternoon Classes: 1:30 - 6:30

- 4 Lotus 123 II
- 6 WordPerfect II
- 11 Lotus 123 - Macros
- 13 WordPerfect III
- 18 Intro to Windows
- 20 WP Desktop Publishing
- 25 Computer Literacy
- 27 dBase I

JUNE

19

Morning Classes: 8 am - 1 pm

- 1 Lotus 123 II
- 3 WordPerfect II
- 8 Lotus 123 - Macros
- 10 WordPerfect III
- 15 Intro to Windows
- 17 WP Desktop Publishing
- 22 WordPerfect I
- 24 Lotus 123 I
- 29 WordPerfect II

Afternoon Classes: 1:30 - 6:30

- 1 DOS I
- 3 dBase II
- 8 DOS II
- 10 Paradox I
- 15 DOS III
- 17 Paradox II
- 22 Computer Literacy
- 24 Intro to Windows
- 29 DOS I

Introduction to Windows 5 hrs.
Understand window terminology—the look and feel; getting in and out of windows; group windows; assigning icons (pictures) to programs; general file management; and mouse usage. (Microsoft)

Lotus 1-2-3 — I 5 hrs.
Create, save, retrieve, edit and print a spreadsheet; access the system and menus; "What if" functions; mathematical calculations; exit the program correctly.

Lotus 1-2-3 — II 5 hrs.
Perform global formatting; insert and delete rows and columns; create a database; sort data; adapt database to spreadsheet; @ functions; ? command.

Lotus 1-2-3 — Macros 5 hrs.
Understand and use function keys to create, enter text, name, and record macros; advanced macro commands; create a macro library; list and print macros.

Paradox I 5 hrs.
Design a basic database; generate generic and basic customized reports; query database files (QBE); exit the program correctly.

Paradox II 5 hrs.
Design advanced databases; advanced custom reports; temporary tables (ANSWER); advanced report features; scripts and PAL.

dBase 3+ — I 5 hrs.
Create a data base; enter and display data; add, delete, recall, edit existing records; search/access specific records; print reports.

dBase 3+ — II 5 hrs.
Design, develop, create, and text programs using dBase language to accomplish tasks.

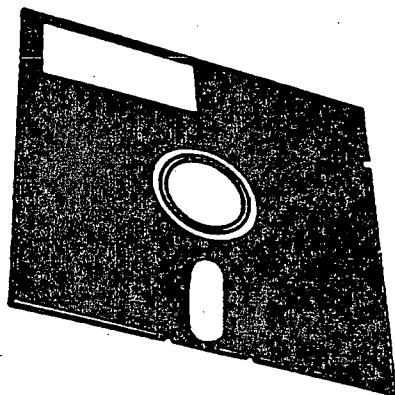
Cindy Vess,
Software and Systems Training Developer

(702) 733-7191



**COMMUNITY
COLLEGE OF
SOUTHERN
NEVADA**

Center for Business & Industry Training—T1A
3200 E. Cheyenne Avenue
North Las Vegas, NV 89030



Computer Training Schedule

PLEASE POST



Community College of Southern Nevada
Center for Business and Industry Training
1785 East Sahara Avenue, Suite 480
Las Vegas, Nevada 89104-3712 (702) 733-7191

CLIENT LIST

Contract Training

AFL-CIO Teamsters Local 995
American Bank of Commerce
Atlantic Financial Savings
Auto Magic Paint & Body
Black Chamber of Commerce
Canyon TV & Appliances
Catalina Plastics
Catholic Community Services
Center for Accounting Education
Central Telephone Company
City of Henderson
City of Las Vegas
City of North Las Vegas
Clark County School District
Colorado River Commission
Convention Industry Training
Committee
Donald Clark & Associates
EG&G Energy Measurements
Las Vegas Sun
Loral Aerospace Company
Frontier Girl Scout Council
Greyhound Exposition Services
Henderson Chamber of Commerce
Howard Hughes Properties
IBM Corporation
Indian Springs Hotel & Casino
Irwin Lehrhoff & Associates
Kafoury, Armstrong and Company
Kerr-McGee Chemical Company
L'eggs Products
M.P. Realty
National Executive Housekeepers
Association - N.E.H.A.
Las Vegas Chapter
NBS/Catalina Plastics
NBS/Las Vegas Sun
Nellis Air Force Base
Nevada Business Services

Contract Training Continued

Nevada National Guard
Nevada Power
Nevada State Bank
NLV Chamber of Commerce
Overton Power Company
Paiute Council of Indian Tribes
PDQ Printing
Planned Parenthood of So NV
Potlatch Corporation
Preferred Equities Corporation
R.J. Reynolds Tobacco Company
Sands Hotel and Casino
Science Applications Intl. Corp.
Sierra Health Services, Inc.
U.S. Social Security Admin.
So. Nv. Human Resources Assoc.
Showboat Hotel and Casino
State of Nevada...
Children's Behavioral Svcs.
Contractors Board
Commission for Hospital Patients
Dept. of Commerce
Dept. of Personnel
Div. Occ. Safety & Health
Employment Security Dept.
Claimant Employment Prog (CEP)
Dislocated Workers
Enterprises Zone Training Project
State Industrial Insurance System
Welfare Division
Stauffer Chemical Company
Tropicana Hotel and Casino
UNLV Museum of Natural History
UNS Computing Services
U.S. Bureau of Reclamation
U.S. Department of Energy
U.S. Geological Survey
Valley Leasing
Wanderer & Wanderer

Organization-Wide Needs Assessment

Central Credit, Inc
City of Henderson

Co-Sponsorships

Nevada Small Business
Development Centers
UNLV & UNR
Quality & Productivity Institute
U.S. Small Business Administration

Affiliations

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Development
American Vocation Association
Data Processing Management
Association - DPMA
Las Vegas Chamber of Commerce
Nevada Adult Education Assoc.
PC Users Group



NEVADA CAREER INFORMATION SYSTEM

OVERVIEW

The Nevada Career Information System (CIS) is a software program for micro computers containing information on approximately 300 occupations and 3,600 schools. The Nevada CIS, unlike any other career information system on the market, provides statistics which are specific to Nevada. Nevada CIS offers the following components:

OCCUPATIONAL DESCRIPTIONS (approximately 300) - Descriptions, aptitudes needed, skills needed, educational requirements, national information, and the following information on each occupation in Nevada:

The number of jobs in each occupation broken down into areas of Nevada.

The outlook for job openings expected during the next year in each occupation.

The entry level wage for each occupation broken down into areas of Nevada.

MILITARY OCCUPATIONS - Descriptions of occupations in the military and general information about military life.

PROGRAMS OF STUDY AND TRAINING - Detailed information on educational courses required to become qualified for a particular occupation, plus a listing of schools in Nevada offering these courses. Information about WICHE, WUE, and State Job Training Programs. Information about occupations that offer apprenticeship programs, plus a listing of the active, approved apprenticeship programs in Nevada.

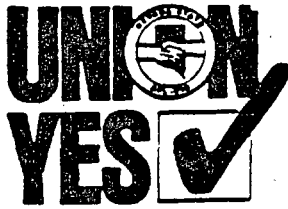
QUEST - An interest questionnaire that compiles a list of occupations based on the answers the user gives to the 21 questions. There are several variations of this questionnaire that can be used to acquire a list of occupations for a person with limited physical, educational, or reading abilities. The user can also find out why a particular occupation does not appear on the list.

SCHOOL SORT - A seven question sorting device to obtain a list of community colleges, colleges, universities, graduate and/or professional schools throughout the United States which offer the program of study in which the user is interested. The system contains approximately 44 items of information about each school.

NATIONAL SCHOOLS - Information files for two year colleges, four-year colleges and universities, plus graduate and professional schools throughout the United States.

NEVADA SCHOOLS - Information files for the licensed colleges, universities, community colleges, vocational and trade schools located in Nevada.

NEVADA WORKS BEST
WHEN WE SAY...



NEVADA STATE A.F.L.-C.I.O. DISLOCATED WORKER PROGRAM

SHARI L. THOMAS, Labor Coordinator
300 Shadow Lane, Las Vegas, NV 89106
(702) 387-3347

Executive Secretary-Treasurer
CLAUDE EVANS

President
WALT ELLIOT
Post Office Box 26238
Las Vegas, Nevada 89126

Vice Presidents

District No. 1
Eliz., Nevada

District No. 2
Reno, Nevada

MIKE MAGNANI
Operating Engineers 39

JOE P. PHILLIPS
Teamsters 533

DAN RUSNAK
Laborers 189

JOHN STRALLA
Electrical Workers 1245

District No. 3
Las Vegas, Nevada

JIM ARNOLD, JR.
Culinary 225

FRANK CAINE
Ironworkers 416

HATTIE CANTY
Culinary 225

RUTH DAY
S.E.I.U 1107

DAN EVANS
Stevedores 5292

O. C. LEE
Police Officers 23

DICK THOMAS
Teamsters 885

Thank you for allowing me this opportunity to introduce myself and the DISLOCATED WORKER PROGRAM ... a program for workers who have lost their job through no fault of their own.

As the Labor Coordinator for this program, a former Dislocated Worker myself, and a union member (Teamster #995), I understand some of what you are experiencing and what your needs are. I work with all AFL-CIO affiliated unions in Nevada and the union apprenticeship programs to provide information regarding employment or apprenticeship opportunities. Also available is information about employment opportunities in other states which is provided by their Labor Coordinator.

In coordination with the Governor's Job Training Office, the DISLOCATED WORKER PROGRAM offers several advantages such as Skills Assessment, Classroom Training, On-The-Job Training Assistance and support in many forms. Many union employers participate in this retraining program. You can be provided with information and referrals that may help you cope with this layoff and return to work sooner.

I am available to speak to you as a group or individually to explain the program in more detail. Please feel free to contact me at (702) 387-3347. Thank you for your interest.

Fraternally,

A handwritten signature in dark ink, appearing to read 'Shari L. Thomas', written in a cursive style.

Shari L. Thomas
Labor Coordinator

UNITED WAY COMMUNITY RESOURCES

RENT ASSISTANCE

Salvation Army, Las Vegas
2900 Palamino Lane
870-4430

Salvation Army, Henderson
830 E. Lake Mead
565-9578

Clark County Social Services
651 Shadow Lane
Las Vegas, 455-4221

Jewish Family Services
1555 E. Flamingo, Suite 125
Las Vegas, 732-0304

Las Vegas Indian Center
2300 W. Bonanza
Las Vegas, 647-5842

EOB Project Home
2228 Comstock Drive
North Las Vegas, 647-3307

Operation Life
Home Loan Counseling
600 W Owens
Las Vegas, 649-0931

Catholic Community Services
808 S. Main Street
Las Vegas, 385-2662

INFORMATION & REFERRAL

HELP of Southern Nevada
369-HELP

United Way Services
798-4636

LEGAL

Nevada Legal Services
701 E. Bridger, Suite 503
Las Vegas, 386-1070

Consumer Credit Counseling
3650 S. Decatur, Suite 18
Las Vegas, 364-0344

UTILITY ASSISTANCE

Salvation Army, Las Vegas
2900 Palamino Lane
870-4430

Salvation Army, Henderson
830 E. Lake Mead
565-9578

FOOD ASSISTANCE

Salvation Army, Las Vegas
2900 Palamino Lane
870-4430

Salvation Army, Henderson
830 E. Lake Mead
565-9578

Las Vegas Rescue Mission
405 W. Wilson
Las Vegas, 382-1766

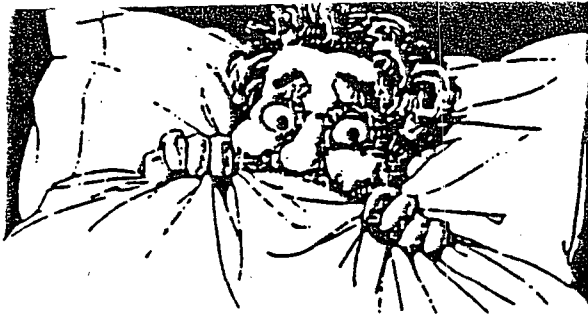
Lutheran Social Ministry
1501 N. Main Street
Las Vegas, 388-0227

FISH Emergency Service
2759 El Camino Road
Las Vegas, 735-0300

Women, Infants, Children
Program (WIC)
2228 Comstock Drive
North Las Vegas, 735-0300

Food Stamps
610 Belrose, L.V., 486-5040
145 Panama, Henderson, 486-6748
340 No. 11th, L.V., 486-3600

Operation Life
600 W. Owens
Las Vegas, 649-0065



AVOID THE NIGHTMARES OF UNEMPLOYMENT - A FINANCIAL PLAN OF ACTION IS THE KEY.

Unemployment is scary! The security of an income is suddenly gone and doubts about the future haunt our days and nights. **DON'T PANIC!** There are steps to be taken. Assistance is available from many sources. Many have experienced similar set-backs and in some cases a crisis can lead to a new opportunity.

What you need to do first is establish a financial plan of action. This is not one-sided. Your creditors need to know how your situation has changed. Your primary responsibility is to **COMMUNICATE WITH THEM.** Utilities, mortgage companies and other creditors are more than willing to work out mutually agreeable arrangements...but this can be done only if they are advised of your situation before it becomes a problem too big to handle.

Priorities need to be established. If obligations were put in order of importance, they would be:

1. **HOUSING** - Contact your mortgage company and advise them of the circumstances if you are unable to make your payments by the due date. Remember, the mortgage company does not want to foreclose. They want you to remain in your home and make satisfactory payment arrangements. Housing counseling is available through Consumer Credit Counseling Service. Rentors normally are able to set up satisfactory arrangements with their landlord.

2. **UTILITIES** - Centel, Nevada Power, Southwest Gas and the Water District have the ability to establish different types of payment plans depending on the individual's circumstances. They are far more willing to cooperate if you notify them before your account becomes past due. There are also community based assistance programs for hardship cases.

3. **FOOD** - Always a necessity, but changes can be made to minimize this expense. Simple meals based on the basic four food groups are less expensive and might well be healthier than the convenience and fast foods many become accustomed to eating. Coupons and sales can also reduce food costs.

4. **TRANSPORTATION** - Car payments and insurance can consume a large portion of your monthly income. Contact the lienholder. Most will offer extensions but use this wisely because you are normally allowed only one extension per year. You can lower insurance premiums by raising your deductible. Having a minimum deductible rarely pays for itself, whether you have financial problems or not.

5. **SECURED DEBTS** - Furniture loans, boat loans, etc. will have to be evaluated on an individual basis. There is no need to panic and feel the necessity of liquidating assets, but most often these debts are categorized as luxuries, so it's something to keep in mind should unemployment last longer than expected.

6. **UNSECURED DEBTS** - (i.e. credit cards, medical) The first item of importance with credit cards is to **DISCONTINUE** using them. You'll have much more cooperation from a creditor if you respect them enough to not incur additional debt on an account already or soon to become delinquent.

Though savings has not been mentioned, this should be #1 in everyone's budget. If we all had a minimum of 3 months net income in savings, there would be few occurrences we'd be unable to weather.

When you are re-employed, and budgeting problems still exist or you need assistance in establishing a budget to bring yourself current, phone our agency. We are a **NON-PROFIT** United Way member agency. Our counselors will assist with budgeting, or if necessary a debt repayment plan. Our counseling is free and we offer free educational programs on money management. We have two convenient office locations and are available to answer any questions and concerns you might have regarding your financial obligations. (364-0344)

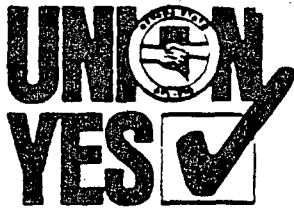
Remember your situation is only temporary and honest communication with your creditors is your best protection against damaged credit, emotional stress and the nightmares unemployment might create.

Consumer Credit Counseling Service of Las Vegas
A Non-Profit United Way Agency
Phone 364-0344 or 399-0344 or 1-800-451-4505

APPRENTICESHIP AND TRAINEE OPPORTUNITIES ROSTER

| | | | | |
|--|---------------------------------------|----------|-----|-------------------|
| Asbestos Workers Bill Jewett, Coord. | 4211 Tarkin Avenue 89120 | 454-0999 | 4Yr | Announ |
| Bartenders JATC Connie Bruce, Coord. | 1630 So. Commerce 89102 | 384-7774 | 1Yr | All Yr Wed.9am |
| Bricklayers and Tile Setter JATC Larry O'Leary, Coord. | 17 No. Mojave Rd 89101 | 474-7454 | 3Yr | All Yr |
| Correctional Officers Joni Larson, Personnel | 2770 Maryland Pky Suite 300, 89109 | 486-6497 | 2Yr | All Yr |
| Carpenter JATC Andy Ozuna, Coord. | 4150 E. Bonanza 89110 | 452-5099 | 4Yr | All Yr Friday |
| Cement Masons/Plasters Tony D'Amico, Coord. | 4150 E. Bonanza 89110 | 452-8809 | 2Yr | All Yr |
| Floorcovering Industry John Connolly, Coord. | 3432 N. Bruce #4 N L V, 89030 | 399-4556 | 3Yr | All Yr |
| Electricians Richard Cutbirth, Coord. | 620 Legion Way 89110 | 459-7949 | 5Yr | Announ |
| Glaziers JATC Chris Phillips, Coord. | 3432 N. Bruce N.L.V., 89030 | 399-4555 | 3Yr | Announ |
| Iron Workers JATC Alice Golightly, Sec. | 4000 Boulder Hwy 89112 | 456-1161 | 3Yr | Announ |
| Operating Engineers Wayne Grimes, Coord. | 2750 E. Ann Rd. N.L.V., 89030 | 649-7888 | 4Yr | Announ |
| Painters JATC Winnie Gibson, Sec. | 4150 E. Bonanza 89110 | 438-2611 | 3Yr | Announ |
| Plumbers JATC Donna Vasconi, Sec. | 725 N. Lamb 89110 | 459-3473 | 5Yr | Announ |
| Plumbing & Mechanical Sherry Hernandez, Coord. | 3650 Meade 89102 | 252-0166 | 4Yr | Announ |
| Roofers JATC Carl Rangen, Coord. | 4200 E. Bonanza 89110 | 453-5801 | 3Yr | All Yr |
| Sheet Metal JATC Jack Mahoney, Coord. | 3370 Palm Pky 89104 | 457-8118 | 4Yr | Announ |
| Stationary Operating Eng Hotel/Casino Maint. Joe Linnert, Coord. | 313 Deauville St. 89106 | 385-5005 | 4Yr | Announ |

NEVADA WORKS BEST
WHEN WE SAY...



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Operating Engineers 30

JOE P. PHILLIPS
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DAN RUSNAK
Laborers 108

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Culinary 226

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Ironworkers 416

HATTIE CANTY
Culinary 226

RUTH DAY
S.E.I.U 1107

DAN EVANS
Steelworkers 5282

O. C. LEE
Police Officers 23

DICK THOMAS
Teamsters 695

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Fraternally,

A handwritten signature in dark ink, appearing to read "Shari L. Thomas".

Shari L. Thomas
Labor Coordinator

APPLICATION:

Most programs take applications and select their apprentices/trainees in the early spring.

QUALIFICATIONS:

You Must be at least 18 years of age, have a high school diploma or GED and in some programs pass a written test.

**RELATED
INSTRUCTION:**

All apprentices/trainees are required to attend a minimum of 144 hours of related instruction per year.

**FOR FURTHER
INFORMATION
CONTACT:**

Shari Thomas
AFL-CIO Labor Coordinator
(702) 387-3347

LOCAL BUSINESSES
WITH JOB LINES

Sierra Health Services
Personnel, 646-8170
333 N. Rancho Drive
Las Vegas, NV 89106
Job Line: 646-4910

Fremont Hotel and Casino
Personnel, 385-6251
200 E. Fremont
Las Vegas, 89101
Job Line: 385-6250

Valley Bank of Nevada
Personnel, 654-1000
4101 E. Charleston
Las Vegas, 89104
Job Line: 654-1241

Palace Station H&C
Personnel, 367-2411
2411 West Sahara
Las Vegas
Job Line: 253-2950

Rio
Personnel, 252-7777
3700 W. Flamingo Rd
Las Vegas
Job Line: 252-7634

Humana Hospital Sunrise
Personnel, 731-8351
3186 Maryland Parkway
Las Vegas, NV 89109
Job Line: 731-8350

Pri-Merit Bank
Personnel, 365-3082
3300 W. Sahara
Las Vegas, NV 89102
Job Line: 365-3079

Caesars Palace
Personnel, 731-7365
3570 Las Vegas Blvd. So
Las Vegas
Job Line: 731-7386

Imperial Palace
Personnel, 794-3192
3535 Las Vegas Blvd. So
Las Vegas
Job Line: 794-3191

U.S. DEPARTMENT OF LABOR

ECONOMIC DISLOCATION AND WORKER ADJUSTMENT ASSISTANCE ACT (EDWAA)

EDWAA amended Title III of the Job Training Partnership Act, and authorizes retraining and readjustment assistance for dislocated workers.

ELIGIBILITY: Dislocated workers who are unlikely to return to their previous industries or occupations are eligible for participation. This includes workers who lose their jobs because of plant closings or mass layoffs; long-term unemployed persons with limited local opportunities for jobs in their fields; and farmers, ranchers and other self-employed persons who become jobless due to general economic conditions or natural disasters. Under certain circumstances, displaced homemakers also qualify for assistance.

SERVICE DELIVERY STRUCTURE: Each State is divided into substate areas. Most programs are designed and operated at the local level, based on local labor market needs and opportunities.

The Governor of each State has the primary responsibility for overall administration and management of the program, including the establishment of a system to respond rapidly to major worker dislocations.

Funds are made available to the States each year using a distribution formula based on unemployment in each State.

SERVICES AVAILABLE: The EDWAA program offers an array of comprehensive and timely retraining and readjustment services, tailored to meet participants' individual needs, including long-term job preparation.

Major activities and services allowable under the EDWAA program include:

○ **Rapid Response.** Each State has a Dislocated Worker Unit (DWU) which responds to plant closings and mass layoffs. The DWU is alerted to some of these closings and layoffs by notices received under the advanced notice law, the Worker Adjustment and Retraining Notification Act (WARN). When a DWU obtains information about a major layoff, it responds with on-site services to assist workers facing job losses. The DWU may also help to set up a labor-management committee at the worksite and/or assist in efforts to avert worker dislocations.

○ **Retraining Services.** The primary purpose of EDWAA is to provide educational and occupational training to workers who have lost their jobs. This training may include: classroom, occupational skills, and/or on-the-job training. Basic and remedial education, entrepreneurial training, and instruction in literacy or English-as-a-second-language may also be provided.

○ **Readjustment Services.** These include: outreach and intake; development of individual service plans; labor market information; job development; job search and placement; supportive services (including child care and transportation allowances); relocation assistance and pre-layoff assistance programs.

○ **Needs Related Payments.** Dislocated workers who have exhausted their unemployment insurance (UI) may receive needs-related payments while they complete training. Payments may not exceed the individual's UI benefits or the poverty level, whichever is higher.

To qualify, participants must be enrolled in training by the end of the 13th week of their initial UI benefit period (or by the end of the 8th week after being informed that a short-term layoff will in fact exceed 6 months). An eligible worker who does not qualify for UI must be participating in a training or education program to receive needs-related payments.

• Certificates of Continuing Eligibility.

These certificates allow eligible dislocated workers to defer the start of retraining, or to obtain their own retraining.

The National Reserve Account (NRA) Program

States, substate grantees and other eligible applicants may apply for NRA program grants from the U. S. Department of Labor's Employment and Training Administration (ETA) to administer and operate projects for eligible workers dislocated due to mass layoffs, plant closings, and Federal government actions. These grants are in addition to the States' ongoing EDWAA programs.

SERVICES AVAILABLE: The projects offer primarily the same services provided under the basic EDWAA program (i.e., retraining and readjustment services; and needs-related payments).

The following programs were created through 1990 amendments to EDWAA.

The Clean Air Employment Transition Assistance Program

ELIGIBILITY: Dislocated workers who meet the eligibility requirements of the basic EDWAA program and who have been terminated or laid off, or have received a notice of termination or layoff as a consequence of a firm's compliance with the Clean Air Act.

SERVICE DELIVERY STRUCTURE: States, substate grantees, employers, employer associations, and representatives of employees may apply for Clean Air Employment Transition Assistance Program grants from the U.S. Department of Labor.

• The Defense Conversion Adjustment (DCA) Program

ELIGIBILITY: Dislocated workers who meet the eligibility requirements of the basic EDWAA program and who have been terminated or laid off, or have received a notice of termination or layoff as a consequence of reductions in expenditures by the U.S. for defense or by closures of U.S. military facilities.

SERVICE DELIVERY STRUCTURE: States, substate grantees, employers, employer associations, and representatives of employees may apply for Defense Conversion Adjustment Program grants from the U.S. Department of Labor.

◆ FOR FURTHER INFORMATION about the EDWAA programs described above, contact the local agency in your area that administers Job Training Partnership Act programs or your nearest State Employment Service Office, or write: U.S. Department of Labor, ETA, Office of Work-Based Learning, Rm. N-5426, 200 Constitution Avenue, N.W., Washington, D.C. 20210. Telephone: (202) 219-5577.



INTEROFFICE MEMO

FACT SHEET

THE DISLOCATED WORKER PROGRAM (EDWAA)

Nevada Business Services administers the Dislocated worker program in Southern Nevada. This program is federally funded under the Economic Dislocation and Workers Adjustment Assistance Act (EDWAAA) and is designed to provide free re-employment and re-training services to dislocated workers.

BEING LAID OFF ISN'T THE END. . .
IT CAN BE YOUR BEGINNING BECAUSE. . .

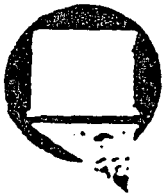
You may now be eligible for free re-employment and job training services which could include the following:

- Career Counseling:** A review of your job skills, the local job market, your job training/placement needs and future goals
- Employment Workshops:** You will learn the most successful job search and interviewing techniques, especially how to "sell yourself" to an employer. NBS can also help you develop a winning resume.
- Classroom Training:** If you need to increase your job skills, NBS may be able to pay for short-term training that will help you reach your job goal. However, training is limited to current availability and budgetary considerations.
- On-the-Job Training:** NBS can help you find an employer to train you in a new career or new job skills, where available. The employer is reimbursed up to 40% of your hourly wage as an incentive to hire and train you. If you complete your training satisfactorily, you will be kept on as a permanent employee.
- Job Placement:** Need a job? NBS has job developers and works with local agencies and businesses to uncover the "hidden job market". We will work with you to help find either a part-time job while you are in training or a permanent full-time job.

NEVADA BUSINESS SERVICES (NBS) is an equal opportunity, federally funded job training program. You must qualify for and benefit from NBS services, but there is never any charge for our educational, job training or placement services.

At NBS, we help teenagers, adults and senior citizens get training and jobs. Our professional staff has success working with people of all ages and backgrounds. NBS' phone number is (702) 384-8111. We look forward to assisting you soon!

A HUMAN RESOURCE AND JOB TRAINING SERVICE



NEVADA BUSINESS SERVICES

A Human Resource and Job Training Service.

FACT SHEET

NEVADA BUSINESS SERVICES is the grant recipient and administrative entity established by a consortium of local governments which contracts with the State of Nevada for purposes of operation of job training services in Southern Nevada. NBS' service area at this time includes the four counties of Southern Nevada, specifically, Clark, Esmeralda, Nye and Lincoln.

We consider our local businesses as clients. Our job is to help the progressive firms solve their employment related business problems.

To fulfill its mission, Nevada Business Services' activities include an exciting array of personnel services such as recruitment, screening, testing, assessment and training, and can offer substantial financial benefits such as advertising, on-site professional consultation, partial payment of wages and tax credits. One of our fortes is the provision of intensive personnel services to major new employers who are just starting up operations. These clients include Gold Bond Ice Cream, Kidd & Company Marshmallows, Gold Strike Hotel & Casino, Peppermill Hotel & Casino and Hamada's of Japan, Main Street Station, Excalibur Hotel and Casino to name a few.

Services to potential employees include testing, assessment, basic academic skill training, occupational training, job seeking skill training, work experience and on-the-job training.

Services for seniors include a "55+" on-the-job training program.

Activities for youth are focused on our NEBCORP Program, NEBFIRE, Summer Youth Employment and Job Incentives for Nevada's Graduates (JING).

Community services include participation in economic development opportunities in cooperation with other agencies, to create additional jobs in Southern Nevada.

Those participants who enter our job training programs receive intensive, individualized attention not normally received in a large metropolitan community and could qualify them for a customized employment plan. This could put them on the ground floor for employment opportunities with new companies just beginning operation.

(702) 384-8111

Administrative Offices: 922 West Owens Boulevard, Las Vegas, Nevada 89106

NEVADA EMPLOYMENT SECURITY DEPARTMENT

Unemployment Insurance Informational Sheet

1. **WHEN SHOULD I FILE FOR UNEMPLOYMENT INSURANCE BENEFITS?**

You should file as soon as you are unemployed. However, if you earn wages, vacation, severance, or other pay during a week you claim, your benefits for that week will be reduced.

2. **WHERE CAN I FILE FOR BENEFITS IN THE LAS VEGAS AREA?**

Las Vegas 8th St. - 135 Eighth St., 486-3300
Henderson Local Office - 119 Water St., 486-6710
North Las Vegas Office - 2827 Las Vegas Blvd., 486-5600

The local office which you should file your claim with is determined by zip code, please refer to the back of this informational sheet for your correct office.

3. **HOW WILL I FILE?**

In most cases you will file for benefits by mail. You will pick up a claim packet at your local office and return it after completion. If you have to file against another state or have federal/military wages, you must file for benefits in person.

4. **WHAT ARE THE BASIC REQUIREMENTS FOR A NEVADA CLAIM?**

Being unemployed through no fault of your own; having earned enough wages; filing your claim; being able to work; available and looking for work.

5. **HOW MUCH WILL I RECEIVE IF I AM ELIGIBLE?**

If you filed a new claim less than a year ago your benefits will be based on that claim. When filing a claim the benefits will be based on income earned in the first four of the last five completed quarters. The maximum weekly benefit amount is \$217.

6. **WHAT IF I JUST STARTED WORKING IN NEVADA?**

You may be eligible for benefits against another state. We will help you file an "Interstate Claim" if it appears you qualify. Please call your local office for an appointment.

7. **WHEN SHOULD I EXPECT MY FIRST CHECK?**

If there are no problems, you should receive your first check within 10 days after you file your first eligible weekly claim postcard.* An out-of-state claim will take longer.

8. **SUPPOSE I HAVE QUESTIONS ABOUT MY UNEMPLOYMENT CLAIM?**

We will mail you a booklet titled UNEMPLOYMENT INSURANCE FACTS FOR NEVADA CLAIMANTS. After reading this booklet, if you have further questions please contact your nearest Employment Security Department office.

***IMPORTANT - THE WEEKLY CLAIM POSTCARD REQUIRES A .20 CENT STAMP!**



EMPLOYMENT SECURITY DEPARTMENT

500 E. Third Street
Carson City, Nevada 89713

The Nevada Employment Security Department (NESD) acts as the Rapid Response Central Office for the Governor's State Job Training Office, coordinating with area service providers who may be able to offer assistance to workers affected by layoffs or plant closures.

1. **JOB REFERRALS:** Your Nevada Employment Security Department operates one of the most efficient nationwide job referral and quality placement programs.

**** Job Service HOTLINE, 225-2200 (Las Vegas area only), has a listing of a few of the many job opportunities available through the Employment Service. This listing is updated daily.**

**** Our skilled interviewers will refer you to some of the many jobs we have listed with local employers and employers from other parts of our state.**

**** We have jobs listed from every state in the nation – ask to see the interstate job listings.**

2. **VETERAN EMPLOYMENT SERVICES:** Veteran's receive preference in services provided by NESD local offices.

3. **JOB SEARCH SKILLS TRAINING:** Job Search Workshops help job seekers direct their own job hunting efforts. Practical techniques in finding the right job and understanding the employer's expectations are learned in a group setting.

4. **TESTING AND VOCATIONAL GUIDANCE:** Testing and vocational guidance services are provided to assist job seekers faced with either choosing a vocation or changing career fields.

5. **DISABILITY SERVICES:** For persons with disabilities special services can be provided; often in conjunction with other agencies. Individuals who disability provides a substantial barrier to employment are eligible to receive these services.

6. **LABOR MARKET INFORMATION:** The Nevada Employment Security Department produces the vast majority of Labor Market Information in the state. Job seekers and businesses can obtain an overview of the economy pertaining to industries, occupations and wages.

7. **CLAIMANT EMPLOYMENT PROGRAM (CEP):** The purpose of the Claimant Employment Program is to assist Nevada Unemployment Claimants in returning to work sooner and to upgrade remedial education and job skills. Claimants are encouraged to respond to the letter that they will receive in the mail so the Unemployment Insurance benefits are not affected.

8. JOB CORPS: Job Corps prepares youth, ages 16-24, for jobs through vocational training. The Job Corps can also be a viable alternative to youths who are not succeeding in conventional schooling.

9. FEDERAL BONDING PROGRAM: The Federal Bonding Program provides free fidelity bonding insurance coverage to high-risk individuals who have been denied commercial coverage; so they can be hired.

10. LAW OFFENDER PROGRAM: The Law Offender Program provides employability services to Reno and Las Vegas parolees who are/were incarcerated and paroled in the last six months from the Nevada prison system.

11. TARGETED JOBS TAX CREDIT (TJTC): Targeted Jobs Tax Credit provides an incentive for employers to hire persons from targeted groups which have high unemployment rates or other special employment needs. For more information on TJTC contact Roberta Fleming at (702) 687-4617.

We have listed below all of the Nevada Employment Security Department local offices and phone numbers. You may contact the office in your area for further information on any of the above mentioned employment services.

| | |
|-----------------|----------------|
| CARSON CITY | (702) 687-4560 |
| ELKO | (702) 738-7146 |
| ELY | (702) 289-3023 |
| FALLON | (702) 423-5115 |
| WINNEMUCCA | (702) 623-6520 |
| RENO | (702) 688-2300 |
| SPARKS | (702) 688-1145 |
| LAS VEGAS | (702) 486-3300 |
| HENDERSON | (702) 486-6710 |
| NORTH LAS VEGAS | (702) 486-5600 |

For questions regarding your unemployment insurance claim, contact the office above where you initially filed or will be filing your claim.

The services that are listed above are all provided depending upon available funding and if the Nevada Employment Security Department local office in your area offers the service.



EMPLOYMENT SECURITY DIVISION

You can file for unemployment insurance at the office
indicated over your zip code.

| LAS VEGAS | NORTH LAS VEGAS | HENDERSON |
|------------------|--------------------------|--------------|
| 135 S. Eighth St | 2827 Las Vegas Blvd. No. | 119 Water St |
| 486-3300 | 486-5600 | 486-6710 |

| | | |
|----------------------|-------------------|--------------------|
| 89101 | 89030 | 89005-Boulder City |
| 89102 | 89031 | 89014-Henderson |
| 89103 | 89036 | 89015-Henderson |
| 89104 | | 89016-Henderson |
| 89109 | | 89040-Overton |
| | 89106 | 89044-Pittman |
| | 89107 | 89046-Searchlight |
| | 89108 | 89029-Laughlin |
| 89113 | 89110 | |
| 89114 | 89115 | 89111 |
| 89116 | 89127 | 89112 |
| 89117 | 89128 | 89119 |
| 89118 | 89129 | |
| | | 89120 |
| 89121 | 89130 | 89122 |
| 89124 | 89131 | 89123 |
| 89125 | 89134 | |
| 89126 | 89191 | |
| 89132 | | |
| | 89007-Bunkerville | |
| 89160 | 89061-Logandale | |
| 89170 | 89024-Masquite | |
| 89180 | 89025-Moapa | |
| 89185 | | |
| 89004-Blue Diamond | | |
| 89018-Indian Springs | | |
| 89019-Jean | | |
| 89020-Lathrop Wells | | |
| 89023-Mercury | | |
| 89041-Pahrump | | |

Appendix F

Budget Estimates

PLAN IMPLEMENTATION ESTIMATES FOR CY95

DOE/NV

REEC Co, EG&G/EM, RSN, & WSI

| Budget and Reporting Classification | Defense Programs (in thousands of dollars) | Other Programs (in thousands of dollars) |
|---|--|--|
| Supplemental Training ¹ | 1,000 | 210 |
| Relocation Assistance ² | 25 | 0 |
| Severance Pay ³ | 10,675 | 343 |
| Outplacement Assistance ⁴ | [750] | [750] |
| Retirement Incentives ⁵ | 5,400 | 300 |
| Displaced Worker Health Benefits ⁶ | 1,900 | 200 |
| Total | 19,000 | 1,053 |

Funding for this plan will come from a variety of programs; e.g., Defense Programs, Work for Other Federal Agencies, etc.

¹20 percent utilization X 1287 RIEs (x) \$4,708 (average usage)

²1 percent utilization X 1287 RIEs (x) \$1,900 (average usage)

³VRIE Severance--339 estimated VRIEs (x) \$13,050 (average severance)

RIE Severance--500 estimated RIEs (x) \$12,787 (average severance)

\$1,000 Bonus--200 estimated participants

⁴Department of Labor funded through the State of Nevada Job Training Office. Not included in total "3161" funding requested.

⁵297 participants (x) \$19,192 (average retirement cost)

⁶541 expected participants (x) \$3,882 (average cost)